



## LONE WORKING POLICY

This document explains how Evergreen School will protect their staff as far as is reasonably practicable from the risks of lone working. Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with any health and safety risks for people working alone.

## **Purpose**

Evergreen School is committed to providing a safe working environment as far as reasonably practical that meets the needs of its staff and volunteers. Consideration shall therefore be given to the health and safety implications in respect of lone working.

## **Aims of the policy**

The aim of the policy is to:

- Increase awareness of safety issues relating to lone working;
- Ensure that the risks of lone working are assessed regularly and that systems are put in place to minimise the risk as far as is practical;
- Ensure that appropriate training is available to staff and volunteers that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working and reduce the number of incidents/injuries relating to lone working.

## **Definition of lone working**

Individuals are alone at work when they are on their own, they cannot be seen or heard by another worker, cannot expect a visit from another worker for some time and/or where assistance is not readily available when needed. Therefore, lone workers are those who work by themselves without close or direct supervision. This includes establishments where:

- Only one person works on the premises
- One person works separately from others
- One person works outside normal hours
- Carrying out work in someone's home other than their own
- Working in premises that are not leased or managed by Ridgeway School

## **Policy**

Anyone who is or who potentially may be a lone worker shall receive information, instruction and relevant training in respect of all identified hazards and the risks involved and all associated risks e.g. violence and aggression.

- It is the responsibility of the Business Manager to coordinate the risk assessment for lone workers in consultation with the Head Teacher;
- Anyone who is lone working shall be provided with a communication link to the office base.
- Anyone who is lone working shall be given the opportunity to be provided with a personal radio
- Lone workers shall follow all instructions contained in the procedures below;
- It is the responsibility of the Business Manager to regularly re-assess risks, reporting the time and dates of monitoring and any changes to the Head Teacher
- It is the responsibility of the line manager to ensure that workers do not suffer from undue stress as a consequence of lone working;
- It is recognised that some workers are required to work alone for significant periods of time without direct supervision and in these situations; Ridgeway School will ensure that adequate support is provided.

All staff and volunteers working in the swimming pool facilities should be made aware of this policy.

## **Risk assessment**

Risk assessments must be carried out for and by all individuals whose working practice makes them vulnerable and recommendations should be made to eliminate or reduce the risk as far as possible. Where individuals work alone in buildings or carry out home visits, line managers/class teachers will carry out a risk assessment.

## **Procedure**

Individuals will receive information, instruction and supervision in respect of the hazards and risks associated with lone working. All individuals are to take relevant and sensible precautionary measures whilst lone working. If a member of staff feels that they are putting themselves at risk through lone working, they should discuss the situation with their line manager. Further efforts by the line manager shall be made to eliminate or reduce hazards starting with a process of reassessment of the task.

## **Risks of lone working**

Risk assessments for swimming pool lone workers must include:

- Safe entry and exit
- Location, e.g. remoteness
- Risk of violence e.g. history of violence from the pupils
- Safety of equipment for individual use
- Channels of communication in an emergency
- Site security
- Security arrangements i.e. alarm systems and response to personal radios
- Chemical handling

## **Description and/or cause of the hazard identified**

Staff working in the following areas at times maybe working alone;

Working teaching/lifeguarding the pool,

Cleaning the changing facilities

Work in the plantroom

Visits to pupils' homes

Unlocking/locking the building

## **Measures Currently in place to prevent risk of injury**

Phones located around the facilities can call internally or dial 9-999 if required

Use of hand held radios (to be put in place)

Staff informs colleagues where they are going and how long they are likely to be in that area

Dealing with conflict and Aggression training available

Mobile telephones to be taken when lone working off site

## **Following completion of risk assessment, consideration must be given to any appropriate action that is required.**

Required measures to lower the current risk of injury

Staff training where needed

All incidents to be logged, however minor

Incidents monitored and reviewed regularly

## **General Support for Staff and Volunteers**

All new staff and volunteers to Evergreen School should receive an induction, including reference to the lone worker policy.

Staff and volunteers working at Evergreen School should know that their safety comes first. They should be aware of how to deal with situations in which they feel at risk or unsafe. They should also be able to recognise how their own actions could influence or even trigger an aggressive

response. Line managers must therefore ensure that all lone workers' training needs are assessed and that they receive appropriate training.