



MIDDLESEX  
LEARNING  
PARTNERSHIP

# Lone Working Policy

<b>APPROVED BY:</b>	HR & Pay Committee
<b>DATE:</b>	June 2024
<b>NEXT REVIEW DUE BY:</b>	June 2027

## **1. General Statement**

This Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy, should be addressed to **a member of SLT or Site Supervisor**

## **2. Definition**

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) at a client's premises, and; (3) when working outside normal business hours. These are deemed to be from between **07:00** and **18:00**. **07:00** and **15:00** during half term and end of term periods. On occasions weekend work may be identified as necessary as identified by the employee.

## **3. Legal Position**

Our duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended).

## **4. Risk Assessment**

Our risk assessments will cover all work currently undertaken alone (or proposed), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered

- ✓ **Risk of violence** - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- ✓ **Plant and equipment** - The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- ✓ **Work at height** – working at height must not be undertaken when working alone.
- ✓ **Chemicals** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone, in conjunction with a risk assessment and material safety data sheet.
- ✓ **The worker** - The medical fitness of each worker to continue working alone will also be assessed. Any concerns will be referred to their GP.
- ✓ **Access and egress** - Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

## 5. Control Measures

In order to manage the risks identified, we have introduced the following control measures:

### Risk of violence

- ✓ All key holding staff are required to lock themselves in the buildings when lone working.
- ✓ Staff are required not to arrange meetings with parents or members of the public when lone working. All meetings must be arranged during main school/Trust occupancy times or when there is more than one member of staff on site for the duration of that meeting.
- ✓ Staff are required not to handle cash when lone working.
- ✓ Late meetings must be arranged so as to finish promptly and so as not to leave one member of staff alone on site.
- ✓ Staff are required not to approach or let into the buildings unauthorised persons when lone working.
- ✓ Deliveries must not be accepted when lone working

### Communication

- ✓ Staff are first required to avoid lone working wherever possible by arranging to work in pairs or as a group. This must always be arranged by means of staff meetings before weekends and holiday periods and will only be with the agreement of the headteacher.
- ✓ All lone working inform the site manager and/or another colleague in the site supervisor's absence (to be agreed in advance)
- ✓ All staff are required to sign in and off the site when lone working
- ✓ Staff are required to have access to a school phone or carry a personal mobile phone at all times when lone working and must be aware of the Site Manager's direct line.

- ✓ Staff are required to let someone know they are coming into work, how long they are expected to be on site and when they are expected to leave site. But always within the agreed opening times of the school
- ✓ Cleaning and caretaking staff not working together is considered to be in isolation for example, during holiday or weekend periods
- ✓ If you are to leave your car on the school site the site supervisor must know. If you leave the car over night the key must be left with the site supervisor

### **First aid**

For those working on our premises, first aid kits can be found at the following nearby locations:

- ✓ Kitchen
- ✓ Science Classrooms
- ✓ PE
- ✓ First aid Room
- ✓ Site Manager's house
- ✓ Reception

### **Emergency procedures**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to call the relevant emergency services.

### **Access and egress**

Staff are required to consider weather conditions before coming into and while at work.

### **6. Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

- ✓ Any working at height.
- ✓ DT Machines must not be used when lone working
- ✓ Manual handling of heavy or bulky items.
- ✓ Transport of injured persons must only be undertaken by emergency services.
- ✓ Use of the kitchen deep fat fryer is prohibited when working alone.
- ✓ No person is to respond to the school security alarm without police support.
- ✓ Access to the loft area and boiler rooms is prohibited when lone working.

### **7. Training**

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## **8. Line Managers**

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

## **9. Lone Worker Duties**

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the Organisation's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence

### **Lone Working**

All lone working is to be approved by the Responsible Manager/Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. Please refer to "Lone Working", Annex D.

### **Contractors and External Service Providers:**

If you provide a service within the Trust but are not employed by us, we advise you follow the lone working policy of your employer and complete the necessary risk assessment. We do not accept any responsibility for those not employed by us.

## **Annex D**

### **LONE WORKING**

#### **Introduction**

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This legislation states that: “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees, therefore, have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The Trust’s definition of a lone worker is:

“Those who work by themselves without close or direct supervision and/or those working in environments and positions away from immediate contact with another individual or group”.

#### **Persons at Risk**

At Middlesex Learning Partnership people at risk may include anyone who comes into school alone during closure times, any member of staff working late or in a remote location and particularly the premises’ staff and Site Manager.

#### **Hazards**

These may include, for example:

- A potential for violence or threatening behaviour towards an individual
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours

- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the

Headteacher or Health and Safety Representative which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary.

Through the risk assessment process, existing control measures will be assessed for their effectiveness.