

Lone Workers Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
HEALTH & SAFETY OFFICER	DIRECTOR OF COLLEGE SERVICES	NIGEL PAMPLIN

We believe this policy relates to the following legislation (click on the link below to access information):

- [Health and Safety at Work Act 1974](#)
- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Personal Protective Equipment at Work Regulations 1992](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Manual Handling Operations Regulations 1992](#)
- [Confined Spaces Regulations 1997](#)
- [Lifting Operations and Lifting Equipment Regulations 1998](#)
- [Provision and Use of Work Equipment Regulations 1998](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Control of Substances Hazardous to Health Regulations 2002](#)
- [Work at Height Regulations 2005](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- [Working Alone: Health and Safety Guidance on the Risks of Lone Working \(HSE\)](#)

We have a duty of care for all school personnel under the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to make suitable risk assessments of work activities including the risks of school personnel working alone.

We believe lone working is any activity that requires an employee working on their own or without close or direct supervision. Lone working may occur in the evening, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others, hazards in the workplace or the lack of help should an accident or illness occur.

We recommend that staff should only work alone on the school premises if it is absolutely necessary.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To have in place risk assessments and safety procedures for lone workers.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Board of Directors

The Board of Directors has:

- appointed a member of staff to be responsible for Health and Safety and to undertake risk assessments on lone working;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;

- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and the coordinator and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure all school personnel are aware of and comply with this policy;
- set clear safe system procedures for all school personnel when working alone;
- encourage school personnel not to work alone but with a colleague(s);
- work closely with the Director of College Services and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Board of Directors on the success and development of this policy

Role of the Health and Safety Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Principal and the Director of College Services;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the GB on the success and development of this policy

When carrying out risk assessments the coordinator will consider the following:

- the location of the workplace
- lines of communication
- the possibility of violence or aggression from others
- the risks of the work being done
- the health and fitness of the lone worker/s
- the need for training and instruction
- supervision of the lone worker/s
- dealing with unexpected illness, accidents or emergencies

The following control measures must be considered:

- instruction, training and supervision
- communication
- security
- accident prevention
- first aid
- access to buildings
- personal assault
- medical fitness

Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- carry out their duties in accordance with the Safety Policy;
- take reasonable care of themselves and others whilst at work;
- recognise the hazards and risks involved by working alone by:



- attending training and information sessions;
 - following the safe working procedures such as first aid, communication procedures and emergency procedures;
 - complying with the safe working procedures;
 - reporting any concerns they have
- implement the school's equalities policy and schemes;
 - report and deal with all incidents of discrimination;
 - attend appropriate training sessions on equality;
 - report any concerns they have on any aspect of the school community

Safe System Procedures

All school personnel are asked to follow the safe system for lone workers:

- To inform the school office when they will be working alone.
- To inform someone close to them where they are and when they will be home.
- To inform someone if they are attending an emergency call out.
- To avoid situations that put themselves at risk.
- To avoid meeting anyone alone if there is a possibility of aggression or violence.
- To have the school phone, school mobile or personal mobile with them.
- To have a list of contact telephone numbers in case of an emergency.
- To ensure the main door is locked.
- To have a torch with them in a case of a power cut.
- To park in a well lit area close to the main door.
- To have a first aid kit at hand.
- To be trained in first aid.
- To be trained in fire fighting procedures.
- To ensure that the work they are doing does not involve working at height and lifting heavy goods.

Role of the Director of College Services

The Director of College Services will:

- work closely with the Principal and the coordinator;
- attend appropriate training related to this policy;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- annually report to the Board of Directors on the success and development of this policy

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- reports such annual report to parents and Principal reports to the Board of Directors

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
 - Health & Safety
 - Risk Assessment
 - Safety Procedures
 - School Security
 - Personal Security
 - Medical & First Aid
 - Accidents and Emergencies
 - Working at Height
 - Fire Safety
 - Intruders
- receive periodic training so that they are kept up to date with new information



- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the Director of College Services.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Health & Safety	▪ Medical & First Aid	▪ Risk Assessment
▪ School Security and Intruders	▪ Premises Manager	

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community		
		✓	✓			✓			
Question	Protected Characteristics						Conclusion		
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'
YES									Yes No
NO	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNSURE									
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'
YES	✓	✓	✓	✓	✓	✓	✓	✓	Yes No
NO									✓
UNSURE									
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.								



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...	
How are staff made aware of this policy?	
Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?	
Monitoring the Effectiveness of the Policy	
<p>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</p> <p>Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...</p>	



Coordinator:		Date:	
Principal:		Date:	
Chair of Board of Directors:	<i>Nigel Smith</i>	Date:	
Name of School:			
Next Review Date:			

