

## **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 apply.

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 co-operate 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 Local Authority’s definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

## **Persons at Risk**

At SSSF, people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

Staff working in remote areas, particularly after dark and outside normal working hours.

## **Hazards**

These may include, for example:

- A potential for violence or threatening behaviour towards an individual for high value equipment within the premises.
- The use of machinery, electrical or other equipment or chemicals
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual
- Potential of fire

This is not an exhaustive list, individuals will be expected to report all situations to the Head Teacher or Health and Safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness. This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

## **Control Measures**

All staff will:

- not undertake work for which they are not trained/qualified
- not confront persons or person if in a threatening situation
- not to work at height, the only exception is kick stools/elephants feet
- take reasonable care of their own health and safety, for example, use kick stools when working at height
- not do anything to put themselves in danger
- know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the head teacher or health and safety representative of any relevant medical conditions
- Inform the head teacher or health and safety representative of any hazards or accidents encountered.
- All accidents should be reported on the Health and Safety Accident Report Form, copies of which are held in the both site offices.
- Before entering the premises inform the site manager that they are there and if the site manager is not available a member of the senior leadership team

SSSF will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, staff should arrange to be in school with others. This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Key holders are also advised to inform someone when they are attending an alarm call out and follow the protocol to inform the site manager that they are there, if the site manager is not available a member of the senior leadership team. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Site Manager's mobile phone number. In addition the Site Manager will inform Mr Hearn when they are working out of school hours.

All visits off site during the working day are to be recorded in the school calendar.

## **Emergency Services Information SSSF Sites.**

1. Dial 999 and be ready to give the following information:
2. Telephone number: **01775 724080 (Priory) 01775 725566 (Garth)**
3. Address: **Neville Avenue, PE11 2EH (Priory) Pinchbeck Road PE11 1QF (Garth)**
4. Give the exact location in the school
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school.

## **Main entrance to school**

Site Closing Times: 6 p.m.