



Cameley Church of England
Primary School

Lone Working Policy

This policy is written with reference to the Christian Foundation of the school.

'Nurturing Faith: Inspiring Learning'
Our vision has been inspired by Matthew 17:20

"Let the words of Christ, in all their richness, live in your hearts and make you wise."
Colossians 3:16

Ratified _____ D R Wobey _____ Date __29th March 2023_____

Review Period __two__ years Next Review __Term 4 2025 _____

Lone Working Policy

Introduction

This policy should be taken and used as part of Cameley's Church of England School's overall strategy and implemented within the context of our Christian Values and Vision Statement:

'Nurturing Faith: Inspiring Learning'

Rationale

The Local Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. Lone working is to be actively discouraged and alternatives should be investigated. However, it is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Categories of Lone Workers

Within Cameley CEVC Primary School a lone worker will most probably fall within one of the following categories:

- ◆ those who work in an otherwise unoccupied building;
- ◆ those who work in an isolated part of a building/school grounds;
- ◆ those responding to an alarm call out after normal school hours.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk Assessment

It is the responsibility of the Headteacher to ensure that all members of staff have read and understood the Lone Working Policy & Risk Assessment. A risk assessment must be undertaken for each Lone Worker/lone working episode.

Hazards identified will be evaluated by the Headteacher/Health and Safety Coordinator for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of (or inform) the Headteacher if they plan to work alone in the building outside of normal school hours. The following members of staff have keys to the building and may consider lone working outside of school hours:

- Hannah Maggs;
- Lynda Hooper;
- Clare Gardner;
- Nicki Moore;
- Alison Woolley;
- Lindsay Davis;
- Emma Aldi.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher. Whenever possible it is recommended that staff work with a partner.

Staff should not enter the school premises if there are signs of a break in or intruders.

What to do if lone working at school

- Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

- Lone workers should provide a relative or friend with a telephone contact number (Headteacher, caretaker) to call if the lone worker fails to return home at the expected time.
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- Staff should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- Staff must ensure that a family member has the following landline number that they can ring should the staff member not return home at the predicted time. The number belongs to Derek Lee who will (with support from another adult) then go to school to check whether the staff member is safe and well. The number to ring is:
01761 490931.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

Mobile Phones and Communication

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

Home Visits

Home visits are pre-arranged by the EYFS Lead and are written in the school diary. These are shared in the briefing, for all staff to be aware. Teacher informs the office staff when they leave the building (signing out) and also on return. The class teacher will carry a mobile telephone with them on all home visits. Office staff to monitor the timing of the visit to ensure safety.

Responsibilities

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury.

The school respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher any aspect of work related risks.

The Headteacher and/or Lead Governor for Health and Safety will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Health and Safety Co-ordinator Staff	- Nicki Moore
Health and Safety Governors	- Derrick Wobey

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