



LONE WORKING POLICY AND PROCEDURE
FOR EMPLOYEES WORKING AT HEAD OFFICE/THE OLD DAIRY OR WORKING REMOTELY
EFFECTIVE FROM 1 JUNE 2016

Introduction

The purpose of this lone working policy is to outline the health and safety issues associated with lone workers and to provide The Chief Operating Officer and Line Managers with sufficient information to ensure the safe working environment of lone workers.

The Scope of this Policy/Code of practice will affect all personnel employed directly by The Education Fellowship.

Definition

A "Lone Worker" could be defined as follows:

A lone worker is an employee or authorised contractor who works alone in any environment where there are no other workers present who have knowledge of the work or workplace, and who are available to respond effectively to unusual occurrences or emergencies.

Categories of lone workers

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as staff working in the evening or early mornings;

- Staff staying or finishing late to finish work after others have left, or those who regularly work late or start early, before anyone else gets in the building

Legislation

Under section 2 of the Health and Safety at Work Act the school has a legal duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by our undertakings. This duty extends to those who work alone.

Although there is no overall prohibition on working alone there are some circumstances when the Law requires at least two people to be involved in the work, for example:

- Work at or near live electrical conductors;
- Entry into confined spaces e.g. manholes, storage tanks;
- Young person(s) (under 18) working with certain machinery or involved in certain procedures, must be under adequate supervision from a person who has a thorough knowledge and experience of the equipment/procedures.

Lone Workers

Lone working arrangements must always be agreed in advance with a supervisor or manager.

If a member of staff has reason to visit an unoccupied Academy or area outside of normal working hours or at weekends, they should inform the site manager/supervisor/assistant prior to entering the building and after leaving and securing the building.

Contractors are not allowed to work alone at The Old Dairy premises unless the circumstances have been agreed with The Chief Operating Officer and or the relevant Project Manager and full consideration given to all aspects of security and safety and documented in their method statement and risk assessment. Contractors must also have a written permit to work.

Action to be taken

The Chief Operating Officer and/or Line Manager should adopt a systematic approach to lone workers by:

- Identifying the, " at risk personnel" who work alone;
- Prepare a suitable risk assessment (See Appendix A);
- Assess the working environment and identify any limitations which may need to be imposed on Lone Workers within The Old Dairy and or the wider school where they may be based;
- Devise and implement safe systems of work to ensure that the risks identified via the assessment procedure are eliminated or, at least, adequately controlled.

Where it is not possible to devise arrangements for a person to work alone in safety then the work/activity is not to be permitted and alternative arrangements must be considered.

Factors to be considered

The following factors should be considered (although not exclusively) when preparing risk assessment:

- Access and egress – is lighting considered adequate, are means of escape kept clear?;
- Have foreseeable emergency situations been considered – i.e. fire, illness (first aid provision);
- Consider the actual working process or work being undertaken and the risks associated with it;
- Consider the fitness medical history of the person involved;
- Is there a risk of violence or abuse;
- Is potentially dangerous machinery involved;
- Will the work require the use of flammable or toxic substances;
- Is adequate ventilation available if working in confined spaces;
- Has suitable instruction training been provided;
- Have adequate means of communication been considered – hand held radio, mobile phone, personal attack alarms etc.

Monitoring and Supervision of People working alone

The following arrangements should be in place:

- Procedures whereby supervisors or security staff visit regularly and monitor people working alone;
- Procedures requiring lone workers to check in regularly by phone, mobile phone or radio;
- In certain circumstances the use of personal attack alarms should be considered.

Line Managers Checklist

The following represents a check list for Managers to refer to when considering lone workers:

- Check and clearly identify work that is being done by people working alone and where possible ensure that work is organised so that working alone is unnecessary;
- Check that all hazards have been assessed and adequate control measures are in place for controlling the work safely;
- Ensure that the person(s) working alone have received adequate training for their personal safety;
- Ensure that there are local procedures, where necessary (i.e. permit to work etc) for those working alone and that they are being adhered to
- Ensure that appropriate communications are in place and tested at regular intervals;
- Check that accidents, dangerous occurrences and near misses of those working alone are properly reported, recorded, investigated and monitored and action taken to remedy any trends identified;
- Ensure that appropriate Personal Protective Equipment is available;
- Ensure that the work carried out by those working alone is not allowed to change without proper consideration to any additional risks and the subsequent amendment to the risk assessment.

Person(s) Responsibility: **Office Manager**

Distribution: **All Head Office Employee's and those working at The Old Dairy**

Review Date: March 2017

Policy written by Julie Prescott and approved at the Trustees Board meeting on the 1st April 2016

Document Reviews

Version	Date	Approved/ Reviewed	Comments	Initial