



Lone Worker Policy

Leehurst Swan School



Approved by:	 Headteacher  Chair of Governors	Date: 18/09/24
Last reviewed on:	18/09/2024	
Next review due by:	18/09/2025	

LEE Hurst Swan School Lone Worker Policy

Policy statement

Leehurst Swan School takes the health and safety of its employees, contractors, visitors and pupils very seriously. We have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and persons while at work or visiting. (HSWA 1974 section 2(1)).

Aim and Scope

This policy is designed to alert all employees to the risks presented by lone working, to identify the responsibilities each person has in this situation and describe procedures which will minimise such risks. It is designed to give employees a framework for managing potentially risky situations.

Related Policies and Procedures

- Health & safety policy
- Lone working Risk Assessment.

Related legislation

- Health and Safety at work act 1974
- Management of health and Safety work regulations 1999

Context

Leehurst Swan School has a legal duty to ensure the health, safety and welfare of employees and while at work or engaged in school activity. At any given time, employees may be alone, either on our premises or when operating on our behalf externally. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees have a responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precautions can reduce the risks associated with working alone. This policy is designed for employees who either frequently or occasionally work alone. It also refers to both high and low risk activities.

Definition

The Health & Safety Executive (hereafter HSE) defines lone workers as those who work by themselves without close or direct supervision. For example:

- People working separately from others in a building
- People who work outside of normal hours
- People who work away from their fixed base without colleagues
- People who work at home other than in low risk, office-type work

The definition covers staff in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.

Potential Hazards of Working Alone

People who work alone will of course face the same risks as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illness may occur when there is no-one to call for help or first aid available

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- Fire
- Violence or the threat of violence
- Lack of a safe way in or out of a building, for example, danger of being accidentally locked in
- Attempting tasks which cannot be safely done by one person alone.

Measures to reduce the risk if lone working.

To reduce the risk for people working alone we carry out a risk assessment of the following issues, as appropriate to the circumstance.

- Designated finishing times. (18.00pm) unless arranged with H&S Manager
- The environment - location, security, access.
- The context - nature of the task, any special circumstances.
- The individuals concerned - indicators of potential or actual risk.
- History - any previous incidents in similar situations.
- Any other special circumstances.

All available information should be taken into account and risk assessments should be updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

In any situation where an employee is operating alone and feels unsafe, they must remove themselves from that situation immediately and report the incident to their H&S manager or designated lead.

In any situation where an employee is operating alone and an incident occurs, this must be reported to their H&S manager or designated lead as soon as possible. An incident is **any** situation where the Health & Safety of the employee is compromised and may include an accident, fire, violence or threat of violence (not exhaustive).

Supervision

Lone workers are, by definition, not under supervision. We ensure that you understand the risks associated with your work and the relevant safety precautions.

- Employees will be given training that covers lone working where appropriate during induction.
- Employees new to a role where they may be lone working could need to be accompanied initially.
- Regular contact by phone may be appropriate and we ensure that employees carrying out duties alone have a mobile phone available at all times to enable them to contact the H&S manager or the main office in case of emergency.

Accident and Emergencies

- Employees working alone should be made aware of the process for responding to emergencies.

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- Employees who are alone in the school must inform the H&S manager or a designated lead and are responsible for adhering to security and fire regulations.

Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff but the risk assessment must take account of extra risk factors.

Leehurst Swan School ensures that measures are in place to reduce the risk and that expectations have been communicated to employees operating alone and appropriate training provided.

All staff, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive