

		
Kingsmead Academy T/A Kingsmead School	POLICY TITLE:	Lone Working
Committee/Person Responsible for Policy:		Director of Finance & Operations Finance, Strategy & Personnel sub-committee
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1. **Introduction**

The purpose of this document is to attempt to produce Safe Working Procedures for all School Staff who may be working alone for part of the time, e.g. staff working in remote areas; Caretakers/Duty Officers locking up late at night.

2. **Dangers**

Working alone may bring additional hazards to any task due to the lack of immediately available help from a colleague should a dangerous situation occur.

There are several potential sources of danger for people when they work alone:

- Accident resulting in injury, inability to get help, entrapment, exposure, electrocution, asphyxiation, drowning
- Sickness, epilepsy (fits), blackouts
- Attack/ assault by humans. Attacks by animals

Any injury sustained from the above if not attended to, may deteriorate to the point where complications may lead to serious injury or even death.

3. **Planning and Preparation**

Staff working alone should have suitable and sufficient training in the tasks they are required to carry out with additional set procedures for working alone. These additional procedures will be determined in consultation with the SLT after a risk assessment has been carried out.

Some tasks should **not** be carried out alone:

- Working over or near water
- Working on roofs
- Using ladders

- Fumigation
- Dealing with dangerous substances
- Scaffolding: erecting and working on
- Working with persons who have a history of behavioural and emotional problems which may lead to physical confrontation
- Young untrained people must not work alone

Some tasks are preferably best not carried out alone:

- Working in remote classrooms outside of normal hours
- Working in the main building when no-one else on site – if this is the case the individual must use a personal attack alarm. Lock the external door as appropriate.

If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

4. Personal Protective Equipment

In addition to any PPE normally used for the task, it may be appropriate, following a risk assessment, for the lone worker to carry a personal attack alarm, which is linked to the school alarm system.

Eight personal attack alarms are available for staff use when working alone or in isolated areas of the school.

One alarm is with the Caretaker, one is available for the use of the Duty Officer and one is kept in the Language Office.

Five alarms are kept in Reception and are available to be booked out as required.

Pressing the alarm will activate the alarm system.

5. Procedure for Staff

The following risk assessment should be carried out by individual staff.

Pre Planning:

- Is the task suitable for lone working?
- Does the workplace have a safe access and egress for one person?
- Have hazards and sources of danger been identified?
- Do you have the means of summoning assistance in an emergency?

6. Competency

The lone worker will ensure that they are:

- Trained, experienced and qualified both for the task and the inter-personal skills that may be required in an emergency
- Medically fit to work alone
- Aware of the hazards and dangers of the work they will be undertaking and appropriately assessed the risks

When they are the only staff on duty, due to the nature of the work, premises staff should share with another member of staff information on areas where they are working.