



A School Partnership In Rural England

**Motto : ' We Aspire to Inspire'**

**Our Values** – using the initials of the names of the schools.

**K** – Kindness

**U** – Understanding

**P** – Patience

**H** – Honesty

**L** – Love

**B** – Boldness

## **Lone Working Procedure**

### **Document History**

Original KULB document reviewed for ASPIRE-wide use and approved by EHT March 2020. Approval noted at Fed GB 17 March 2020.

Reviewed and approved by EHT March 2022. Noted at Fed GB 22 March 2022

Reviewed and approved by EHT March 2024. Noted at Fed GB 19 March 2024

Review Bi-Annually.

*The term 'school' refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.*

## NON-STATUTORY PROCEDURE

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

### **Leeds & Broomfield Church of England Primary School**

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God's love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

*"As many hands build a house, so many hearts make a school."*  
(Matthew Ch 7 24-27)

**RESPECT      RESILIENCE      EMPATHY      CURIOSITY      HONESTY**

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of 'many hearts make a school'.

### **Ulcombe Church of England Primary School**

Ulcombe Church of England School is a nurturing, inclusive learning space, where our uniqueness inspires trust and welcomes diversity. Our children all flourish (for however long they are with us), in an environment where learning through making choices (good or bad) is not only embraced but discussed and, when needed, forgiven. This allows our learners to become positive role models in *their* wider communities. The whole school community works together in unity to ensure that our practice fully reflects the passage of Corinthians 12:12-14. The children and adults feel included and appreciated as one body with diverse cultures learning, working and flourishing together to accept everyone and nurture their aspirations for the future.

*"One body, many members, learning together surrounded by God's inclusive love."*  
(Corinthians 12:12-14)

**TRUST      RESPECT      HOPE      ENDURANCE**

## NON-STATUTORY PROCEDURE

### Contents

1. General Statement.....	4
2. Definition.....	4
3. Legal Position .....	4
4. Risk Assessment .....	4
5. Control Measures.....	4
6. Unacceptable Lone Working.....	5
7. Training.....	5
8. Line Managers .....	5
9. Lone Worker Duties .....	5

## 1. General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This procedure sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the **Executive Headteacher/Head of School**.

## 2. Definition

For the purposes of this procedure, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from between **07:30 and 18:00, Monday to Friday**.

## 3. Legal Position

Our duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended).

## 4. Risk Assessment

Risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk maybe increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- **Risk of violence** - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- **Plant and equipment** - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- **Work at height** - Working at height will not be undertaken when working alone.
- **Chemicals** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- **The worker** - The medical fitness of workers working alone will be assessed.
- **Access and egress** - Some lone working may require access to locations, which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

## 5. Control Measures

In order to manage the risks identified, we have introduced the following control measures:

### Risk of violence:

- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration for the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

## NON-STATUTORY PROCEDURE

- All staff are required to give 24 hours notice to the Executive Headteacher/Head of School before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support **must** be gained before entering the school.

### **Communication: Staff are advised to:**

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

### **First aid:**

For those working on our premises, first aid kits can be found staffrooms/kitchens and school offices.

### **Emergency procedures:**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the Executive Headteacher/Head of School, the staff member's nominated person or the emergency services.

### **Access and egress:**

Staff are required to consider weather conditions before coming into and while at work.

## **6. Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height.**
- **Manual handling of heavy or bulky items.**
- **Transport of injured persons.**

## **7. Training**

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## **8. Line Managers**

It is the responsibility of the head teacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, he must ensure that a new risk assessment is carried out.

They also need to ensure that any lone worker follows good working practices and safe systems of work.

## **9. Lone Worker Duties**

All lone workers are expected to cooperate fully with instructions given by the head teacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, maybe a disciplinary offence.