



THE ALTUS SCHOOL

LONE WORKING POLICY

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Document Control & Record of Amendments

Version	Reason for Amendment	Sections Amended	Amended by & Date	Reviewed by & Date	Approved by & Date
1.0	Creation	N/A	T Wallbank September 2024	E Gundry September 2024	E Gundry September 2024

1.0 Introduction

The School recognises that some staff are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an Employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances.

However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

2.0 Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of staff.

'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises, e.g. caretakers.
- People work separately from each other, e.g. in different locations.
- People working outside normal office hours, e.g. cleaners.
- Staff working 1-1 with pupils
- Transporting pupils

Those working away from their fixed base where:

- One worker is visiting another agency's premises or meeting venue.
- One worker is making a home visit to an individual.

One worker is working from their own home.

3.0 Aims of the policy

The aim of the policy is to: -

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

4.0 Responsibilities

4.1 The Director

The Director is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working;
- Providing resources for putting the policy into practice; and
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.
- Ensuring that if a member of staff is working in regulated activity (ie in an unsupervised capacity) a barred list check must be completed in addition to an enhanced DBS check.

4.2 Line Managers

Line managers are responsible for:

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, and updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident; and
- Providing a mobile phone, and other personal safety equipment, where this is felt to be desirable.

4.3 Employees

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Seeking the permission of the Centre Manager / Line Manager before working alone on the school premises outside normal school hours; and

- Ensuring they do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.

5.0 Guidance for risk assessments of lone working

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?

6.0 Good practice for lone workers

- During their working hours, all staff leaving the workplace (or home) should advise their line manager where they are going and their estimated time of arrival back at school.
- If, in the course of a trip away from the school, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Staff should avoid meeting clients alone at the workplace.
- When this is unavoidable, staff must make a risk assessment and obtain the prior agreement of their line manager who will make any arrangements to ensure their safety.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally, risk assessments may indicate that lone workers need training in first aid.
- Where staff are working on a one to one basis with a pupil, endeavour to locate a working space which is visible and in close proximity to others.

7.0 Children and vulnerable adults

- In general, staff should **ensure other colleagues are informed when working** alone with a child or vulnerable adult. Centre Managers will be made aware.
- The type of support may include; academic, social, emotional or behavioural support. The staff member is responsible for ensuring the area for working is safe and they have adequate means of communicating for support if a problem arises.
- Any staff involved with transporting a child or vulnerable adult on their own should assess any risk before transporting.
- Staff will sign in and out of school ensuring they have a device that they can communicate if an issue occurs. Staff will ensure that they have the correct address and contact information before leaving site. It is advised that staff check the car is road worthy and has sufficient fuel and appropriate insurance for the journey prior to departure.

8.0 Monitoring safety issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, following school procedures. This includes incidents of verbal abuse.
- Staff should report to their Centre Manager or Line Manager whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.

9.0 Home visits

- If the DSL has communicated that there are safeguarding concerns, two members of staff are advised to carry out the home visit.
- Staff should liaise with the Centre Manager/DSL before a home visit is carried out.
- Staff should advise where they are going and the purpose of their visit, how long they are expecting to be.
- If staff arrive at a home destination and do not feel safe, they must use their discretion whether they enter the house.
- Staff should communicate immediately if they feel unsafe once they are in the house by using an agreed safe word.
- Staff should position themselves in the home for a easy exit if required.
- Once staff have left the property they should call back to the office to let us know they are on their way back.

10.0 Links to other policies

The Altus School will consider the Lone Working Policy when developing other policies, in particular:

- Health and Safety policy
- Child Protection and Safeguarding Policy