

LONE WORKER POLICY

(based on North Yorkshire County Council's Model Policy)

College Governance Status

This policy was first issued in June 2009 and was adopted by the Governing Body on 6 July 2009. It is reviewed whenever new guidance is issued from the Local Authority or Central Government, or every three years.

Review dates	By Whom	Approval date
September/October 2010	Staff and Governors	11.10.10
September 2011	Staff and Governors	03.10.11
January 2013	NYCC, Staff and Governors	31.01.12
June 2015	NYCC, Staff and Governors	25.06.15
June 2018	NYCC, Staff and Governors	21.6.18
April 2021	Staff and Governors	May 2021

Signed by the Chair:



CAEDMON COLLEGE WHITBY (NORMANBY SITE & WHITBY SIXTH FORM)

1. General Statement

This establishment recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to Jackie Hunter, Business Manager (responsible for Health & Safety).

2. Definition

For the purposes of this policy, 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) at a client's premises, and; (3) when working outside normal business hours. These are deemed to be from between 6.30 am – 8.00 am and 4.30 pm – 9.30 pm.

3. The Legal Position

CAEDMON COLLEGE WHITBY POLICY DOCUMENT – LONE WORKING

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S2 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 Section 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

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be 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** - the 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 each worker to continue working alone will also be assessed. Any concerns will be referred to their GP.
- **Access and egress** - some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

5. Control Measures

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

Risk of violence:

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

Communication:

CAEDMON COLLEGE WHITBY POLICY DOCUMENT – LONE WORKING

- Staff are required to avoid lone working wherever possible by arranging to work in pairs or as a group.
- Staff must inform the Site Manager/Caretaker where there is an extended period of lone working.
- All staff are required to sign in and off the site in holiday periods or when transferring between sites.
- Staff are required to carry either a school mobile phone or personal mobile phone at all times when lone working.
- Staff are required to let someone know they are coming into work, how long they are expected to be on site and when they are leaving site.

First Aid:

For those working on our premises, first aid kits can be found at the following locations:

NORMANBY Site

- **Reception/Office (for trips)**
- **T1, T2, T3**
- **Sci 1, Sci 2, Sci 3**
- **Grounds Maintenance Store**
- **Minibus**
- **PE**
- **Astro Medical Room**
- **Site Manager's Office**

Scoresby Site

- **Reception**
- **S1, S2, S3**
- **T1, T2, T3**
- **PE Dept**
- **Grounds Staff Storeroom**

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone, as provided. The main point of contact with those allocated phones is the staff member's nominated person and 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:

- Any working at height.
- Manual handling of heavy or bulky items.
- Use of solvent based paints or glues.
- Transport of injured persons must always be undertaken by more than one member of staff.

7. Training

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

8. Line Managers

CAEDMON COLLEGE WHITBY POLICY DOCUMENT – LONE WORKING

It is the responsibility of individual line managers to monitor the tasks being carried out by their 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, the manager 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 co-operate fully with any instructions given by their managers. They are also expected to follow the organisation's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

Risk Assessment on next page.

CAEDMON COLLEGE WHITBY POLICY DOCUMENT – LONE WORKING

RISK ASSESSMENT FOR LONE WORKING AT CAEDMON COLLEGE WHITBY

ACTIVITY/SITUATION	GENERAL STAFF LONE WORKING			
LOCATION: Caedmon College Whitby				
PERSONS AT RISK: PUPILS <input type="checkbox"/> EMPLOYEES <input checked="" type="checkbox"/> VISITORS <input type="checkbox"/> CONTRACTORS <input checked="" type="checkbox"/>				
STEP 1 – Watch the activity and identify the hazards – add to if necessary				
STEP 2 – Decide who might be harmed and how				
STEP 3 – Evaluate the risks and decide on the control measures – add to if necessary				
STEP 4 – Record your findings and implement them – make a plan of action – ensure they are effective				
STEP 5 – Review, revise and update as necessary				
POTENTIAL HAZARDS	<ul style="list-style-type: none"> ✘ Working at height ✘ Working with machinery/hot equipment ✘ Access to first aid/emergency services ✘ Vulnerable to aggressive intruders/trespassers ✘ Welfare- time management/ work/life balance ✘ Travelling alone 			
CONTROL MEASURES TO CONSIDER AND BE IMPLEMENTED				
General	YES	NO	N/A	
→ School management have consented to the lone working arrangements and the tasks to be completed	✓			
→ Work at height is not permitted when lone working except in exceptional circumstances under specific risk assessment	✓			
→ Working with machinery/cooking is prohibited except in exceptional circumstances	✓			
→ Robust systems exist to ensure easy access to first aid, mobile phones or 'outside' lines available on school phone system	✓			
→ Lone working in porta-cabins or isolated locations is prohibited			✓	
→ Sufficient security lighting exists between buildings and car parks	✓			
→ Staff lock doors from inside	✓			
→ Rooms checked 'end of day' prior to lone working	✓			
→ Staff carry mobile phones with good signal quality	✓			
→ Staff are familiar with emergency evacuation procedures and are able to give direct address to the appropriate emergency services	✓			
→ Staff are aware not to make appointments for deliveries whilst lone working	✓			
→ Staff are not to challenge or permit access to unfamiliar persons	✓			
→ Staff encouraged to close blinds/curtains during lone working	✓			
→ Staff are required to advise someone of anticipated return – or advise	✓			

CAEDMON COLLEGE WHITBY POLICY DOCUMENT – LONE WORKING

fellow colleagues, etc. → Lone working is limited to encourage work life balance → Staff are familiar with travel routes, site team presence on site and leaving time, the location of first aid kits, mobile phone and contact for assistance → Staff to use the safest travel routes home/between sites; eg, using the College footpaths → Staff are prohibited from picking up hitch hikers.	✓		
	✓		
	✓		
	✓		
	✓		
	✓		
What is the level of risk for this activity/situation?	HIGH	MED	LOW
Is the risk adequately controlled with existing control measures?	YES		NO
Have you identified further control measures needed to control the risk and recorded them in your action plan?	YES		NO
ACTION PLAN:			
Site staff and those lone-working must have a mobile phone on them (at all times).			
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	HIGH	MED	LOW
Is such risk level deemed to be as low as reasonably practicable?	YES		NO
FEEDBACK FROM EMPLOYEES: (for improving the risk assessment or reducing risk still further)			
ASSESSOR(S): J Hunter	SIGNATURE: <i>J Hunter</i>		
POSITION(S): Business Manager	DATE: 14/04/21	Review : Autumn 2022	
DISTRIBUTION: All Staff			