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Name of Policy: Lone Worker	Version/Last Review Date: March 2019 (v4)
Statutory documents linked to policy:	Previous review date: September 2016 (v2) September 2014 (v1) September 2017 (v3)
Other Policies linked to this policy: Health & Safety at Work HSE Doc 73	Next Review Date: March 2021 (v5)
Governor Committee Responsible	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

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Lone Working Policy

Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply. This legislation states that:

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

Employers and employees, therefore, have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

West Newcastle Academy's definition of a lone worker is:

"Those who work by themselves without close or direct supervision and/or those working in environments and positions away from immediate contact with another individual or group".

Persons at Risk

At West Newcastle Academy people at risk may include anyone who comes into school alone during closure times, any member of staff working late or in a remote location and particularly the School Business Manager (SBM) and Headteacher who unlock and lock school.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the SBM or Headteacher which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

Control Measures

Lone workers are responsible for complying with all control measures specified in the Lone Working Policy and Risk Assessment.

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All Lone Workers will:

- Lock themselves in the building
- Not approach, or let into the building unauthorised persons
- Carry a mobile phone at all times
- Let a nominated person of their own choice know they are coming into work, how long they expect to be and when they are leaving
- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety
- Not do anything to put themselves in danger
- Know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- Never cut corners or rush work
- Always follow reasonable targets
- Stop for regular breaks and, if possible, change activity
- Inform the SBM or headteacher of any relevant medical conditions
- Inform the SBM of headteacher of any hazards or accidents encountered

Where possible alternative work methods should be considered to reduce exposure to the hazard:

- All staff members will be accompanied by another member of staff in the nature park and during outdoor learning
- Shortwave radios will be used to maintain contact within the nature park
- High risk activities such as Working at Height and Moving & Handling Heavy Objects must not be carried out when lone working
- Staff attending alarm activations will only attend with police
- Staff should inform each other when they are on the premises and when they are leaving.

Telephone and Other Communications Information

Staff should carry a mobile phone if they are working alone on or off site.

There are telephones with access to an outside line in the School Office. Extension numbers and emergency services information are near to each telephone. By dialing 9 an outside line can be obtained. The number required can then be dialed to call the number, including the emergency services.

If any member of staff needs to regularly work outside normal school hours in an isolated location they should always carry a mobile phone. Personal contact numbers for all staff members are distributed on a regular basis.

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In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone to contact the emergency services, the Headteacher or SBM.

Guidance for Loneworking:

The HSE have produced the following publication:

<http://www.hse.gov.uk/pubns/indg73.pdf>

Have your loneworking staff: -

1. Been fully trained in strategies for the prevention of violence?
2. Been briefed about the areas where they work, or will work?
3. Been made aware of attitudes, traits or mannerisms that can annoy clients?
4. Been given all available information about the client from all relevant agencies?
5. Understood the importance of previewing cases?
6. Left an itinerary?
7. Made plans to keep in contact with colleagues?
8. The means to contact you – even when the switchboard may not be in use?
9. Got your home telephone number (and you theirs)?
10. A sound grasp of your organisation's preventative strategy?
11. Authority to arrange an accompanied visit, security escort, or use of a taxi?

Do your loneworking staff: -

1. Carry forms for reporting incidents, including violence or threats of violence?
2. Appreciate the need for this procedure and use it?
3. Know your attitude to premature termination of interviews?
4. Know how to control and defuse potentially violent situations?
5. Appreciate their responsibility for their own safety?
6. Understand the provisions for support by your organisation?

If any member of staff feels they require further training or guidance, they should speak to the SBM or Headteacher.