

St John's Highbury Vale CE Primary School



Lone Working Policy

Ratified: September 2022

Review date: September 2024

St John's Highbury Vale CE Primary School Vision
for Education:

*“I can do all things through
Christ who strengthens me.”*

Philippians 4:13

This can be lived out through our school moto,
‘every child, every opportunity, every day.’

At the heart of our school vision is a desire for an authentic and life-giving relationship with one another and with God. We believe that it is through Christ who gives us the strength, all can achieve within a learning environment where every child is valued as a unique individual created in the image of God, and where teaching and learning is of a consistently high standard.

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1. Introduction

The key element of this policy is that staff members must always let another appropriate staff member know when they are planning to work alone on the school premises.

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 co-operate 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.

2. Persons at Risk

At St John's Highbury Vale CE Primary School people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

3. 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

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

4. Control Measures

All staff will:

- 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 Head of School or site manager of any relevant medical conditions
- inform the site manager of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.
- Where possible outside of normal working hours, staff should arrange to be in school with others.
- Keyholders are advised to inform someone when they are attending an alarm call.
- Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Site Manager's mobile phone numbers.

4.1 St John's Highbury Vale CE Primary School will:

- provide opportunities for meetings and support in relation to lone working issues
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimize the risks
- consider alternative work methods where possible to reduce exposure to the hazard