



Thorpepark

LONE WORKER POLICY

Date policy reviewed: October 2017

Date approved by Governing body: 8th November 2017

Previously approved by the Governing Body: 7th February 2017

Person responsible for this policy: Britta Dickinson-Fry

VERSION 1.0

The day to day responsibility for health and safety of the school premises may be delegated to appropriate staff but the Executive Head and Head of School retains overall responsibility and as such are the 'responsible officers' for Thorpepark Academy.

The term 'normal hours' refers to times between the hours of 7.30 a.m. and 6.00p.m.on weekdays during term time.

Risk assessments have been carried out on a generic basis relating to the following job titles. :

- Office Staff
- Caretaking and Cleaning Staff
- Support Staff
- Teaching Staff

All staff must ensure they contact the Site Facility Officer on duty or the Senior Business Manager to inform them they are on site. You must ensure that you contact either of the staff above once you have left site.

It is the responsibility of all staff to ensure the office has up to date information regarding up to date mobile phone numbers. You must ensure you collect a walkie talkie and it is on at all times that you are working outside of the normal school day when children are present.

<p>Job title:</p> <p style="text-align: center;">Teaching Assistants</p>
<p>Situations in which lone working may arise:</p> <p>Before/After school During school holidays Weekend working – when Site Facility Officer lets member of staff in and then leaves site</p>
<p>Hazards</p> <p>Falling off steps when putting up displays Moving furniture – back injury Sorting cupboards – back injury Intruder Fire Slip on surfaces Opening and closing windows</p>
<p>Risks</p> <p>Low risk if agreed procedures are followed and training undertaken</p>
<p>Safe working arrangements to control risks:</p> <p>Mobile phone / walkie talkie to communicate with Site Facility Officer (ext 208) Intruder – all outside doors remain locked Fire exits clearly marked Fire doors marked and kept closed Site Facility Officer to check building at agreed intervals</p> <p>Contact numbers:- Executive Head Simon - 07572 297517 Head of School – Caroline 07549 140473 Site Facility Officer: Frank - 07538 097414 Assistant Head Tracey 07966 044811 and Zoe 07929 032087 Senior Business Manager Britta - 07828 986991</p> <p>Ring agreed contact when arriving at school, at agreed intervals during stay and on departure Teaching Assistants to inform Site Manager or Senior Business Manager when entering and leaving the building</p>

Medical fitness to work alone

Fit to work alone

Staff must inform the Head of School or Senior Business Manager if circumstances change

All pregnant staff must ensure that the Senior Business Manager has completed a maternity risk management form prior to any lone work being carried out.

Training required to ensure competency in safety matters:

Training in correct lifting and handling

Fire extinguishing training

Fire awareness training

This is the Site Facility Officers responsibility to ensure basic training of the above nature is given. If you require such training please inform the Senior Business Manager asap.

Monitoring and Contact arrangements:

Monitoring of accident sheets by Finance and General Purposes Committee – such forms need to be handed directly to the Senior Business Manager.

If a fire/break in is found please contact the Site Facility Officer, Head of School, Executive Head of School and Senior Business Manager after the emergency services have been called.

Contact –

Executive Head Simon - 07572 297517

Head of School – Caroline 07549 140473

Site Facility Officer: Frank - 07538 097414

Assistant Head Tracey 07966 044811 and Zoe 07929 032087

Senior Business Manager Britta - 07828 986991

You must ensure you have had permission to work whilst the school is closed.

Contingency plans:

If the above cannot be guaranteed then staff should not work alone in the building.

Date:

September 2016

Review Date:

September 2018

<p>Job title:</p> <p style="text-align: center;">Site Facility Officer and cleaning staff</p>
<p>Situations in which lone working may arise:</p> <p>Before/after school During school holidays Weekend working Taking money to the bank Working with only one Site Facility team on site</p>
<p>Hazards:</p> <p>Falling off steps/ladders Moving furniture – back injury Sorting cupboards – back injury Burglar alarm call out during the week/weekends in hours of darkness Intruder Fire Slip on surface Trip over obstacle Overcome by fumes/chemicals Opening and closing windows Assault/mugging</p>
<p>Risks:</p> <p>Low if agreed procedures are followed and training undertaken</p>
<p>Safe working arrangements to control risks:</p> <p>Ensure telephone contact with home/colleague at intervals during the stay Ensure contact with alarm company/policy in events of alarm sounding Site Facility Officer should not enter building alone if there is suspicion of an intruder being there and ensure contact with security company Cleaning staff should be issued with walkie talkies/or use their own mobile phones. It is up to cleaning staff to ensure the Site Facility staff have up to date mobile number for all cleaners Cleaning staff should not work in school in the absence of the Site Facility Officer/ cover Site Facility Officer unless prior notice sought first Mobile phone/walkie talkie to communicate with Site Facility Officer Fire safety push button – all outside doors to remain locked Fire doors marked and kept closed Site Facility Officer to check building at agreed intervals Contact number for Site Facility Officer</p>

<p>Site Facility Officer should avoid climbing when alone on site Cleaning staff to follow procedures for signing in and out when entering and leaving the building</p>
<p>Medical fitness to work alone</p> <p>Fit to work alone Staff must inform the Head of School or Senior Business Manager if circumstances change All pregnant staff must ensure that the Senior Business Manager has completed a maternity risk management form prior to any lone work being carried out.</p>
<p>Training required to ensure competency in safety matters:</p> <p>Training in correct lifting and handling Fire extinguishing training Fire awareness training</p> <p>This is the Site Facility Officers responsibility to ensure basic training of the above nature is given. If you require such training please inform the Senior Business Manager asap.</p>
<p>Monitoring and Contact arrangements:</p> <p>Monitoring of accident sheets by Finance and General Purposes Committee – such forms need to be handed directly to the Senior Business Manager.</p> <p>If a fire/break in is found please contact the Site Facility Officer, Executive Head of School and Senior Business Manager after the emergency services have been called.</p> <p>Contact – Executive Head Simon - 07572 297517 Head of School – Caroline 07549 140473 Site Facility Officer: Frank - 07538 097414 Assistant Head Tracey 07966 044811 and Zoe 07929 032087 Senior Business Manager Britta - 07828 986991</p> <p>You must ensure you have had permission to work whilst the school is closed.</p>
<p>Contingency Plans</p> <p>If the above cannot be guaranteed then the staff should not work alone in the building</p>
<p>Date: September 2016</p>
<p>Review Date: September 2018</p>

Job Title	Office Staff
Situation in which lone working may arise	<p>Before/After school During school holidays Weekend working – when Site Facility Officer lets members of staff in and then leaves the site Taking money to the bank</p>
Hazards	<p>Falling off steps- putting stock away/getting stock out Moving furniture- back injury Sorting cupboards – back injury Falling on slippery surface Assault/mugging Intruder Alarm Opening and closing windows</p>
Risks	<p>Low risk if procedures are followed and training undertaken</p>
Safe working arrangements to control risks:	<p>Ensure telephone contact with home/colleague at intervals during the stay Ensure contact with alarm company/policy in events of alarm sounding Office staff should not enter building alone if there is suspicion of an intruder being there and ensure contact with security company It is up to staff to ensure the Site Facility staff have up to date mobile number for all office staff Office staff should not work in school in the absence of the Site Facility Officer/ cover Site Facility Officer unless prior notice sought first Mobile phone /walkie talkie to communicate with Site Facility Officer Fire safety push button – all outside doors to remain locked Fire doors marked and kept closed Site Facility Officer to check building at agreed intervals Contact number for Site Facility Officer Site Facility Officer should avoid climbing when alone on site Office staff to follow procedures for signing in and out when entering and leaving the building</p>

Medical fitness to work alone

Fit to work alone

Staff must inform the Head of School or Senior Business Manager if circumstances change

All pregnant staff must ensure that the Senior Business Manager has completed a maternity risk management form prior to any lone work being carried out.

Monitoring and Contact arrangements:

Monitoring of accident sheets by Finance and General Purposes Committee – such forms need to be handed directly to the Senior Business Manager.

If a fire/break in is found please contact the Site Facility Officer, Executive Head of School and Senior Business Manager after the emergency services have been called.

Contact –

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You must ensure you have had permission to work whilst the school is closed.

Training required to ensure competence of safety matters

Training in correct lifting and handling

Fire extinguishing training

Fire awareness training

This is the Site Facility Officers responsibility to ensure basic training of the above nature is given. If you require such training please inform the Senior Business Manager asap.

Contingency plans

If the above cannot be guaranteed then staff should not work alone in the building

Date:

September 2016

Review Date:

September 2018

Job Title	Teaching Staff
Situations in which lone working may arise	<p>Before/after school During school holidays Weekend working – when Site Facility Officer lets member of staff in and then leaves the site</p>
Hazards	<p>Falling off steps when putting up displays Moving furniture – back injury Working in cupboards- back injury Slipping on surfaces Opening and closing windows</p>
Risks	<p>Low risk if procedures are followed and training undertaken</p>
Safe working arrangements to control risks	<p>Ensure telephone contact with home/colleague at intervals during the day Ensure that Site Facility Officer knows you are in school and when you are leaving Mobile phone/walkie talkie carried to communicate with Site Facility Officer Intruder – all outside doors to remain locked. Staff to be given code to the main door so that the door can remain locked Fire exit clearly marked Fire doors marked and kept closed Site Facility Officer to check the building at agreed intervals Contact number for Site Facility Officer to be given to staff. Teaching staff to ensure either Site Facility staff or Office staff know that you are in / out of the buildings</p>
Medical fitness to work alone	<p>Fit to work alone Staff must inform the Head of School or Senior Business Manager if circumstances change All pregnant staff must ensure that the Senior Business Manager has completed a maternity risk management form prior to any lone work being carried out.</p>

<p>Training required to ensure competence in safety matters</p> <p>Training in correct lifting and handling Fire extinguishing training Fire awareness training</p> <p>This is the Site Facility Officers responsibility to ensure basic training of the above nature is given. If you require such training please inform the Senior Business Manager asap.</p>
<p>Monitoring and Contact arrangements:</p> <p>Monitoring of accident sheets by Finance and General Purposes Committee – such forms need to be handed directly to the Senior Business Manager.</p> <p>If a fire/break in is found please contact the Site Facility Officer, Executive Head of School and Senior Business Manager after the emergency services have been called.</p> <p>Contact – Executive Head Simon - 07572 297517 Head of School – Caroline 07549 140473 Site Facility Officer: Frank - 07538 097414 Assistant Head Tracey 07966 044811 and Zoe 07929 032087 Senior Business Manager Britta - 07828 986991</p> <p>You must ensure you have had permission to work whilst the school is closed.</p>
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