



THORPEPARK ACADEMY

LONE WORKER POLICY

1	Summary	Lone Working Policy			
2	Responsible person	Britta Dickinson-Fry			
3	Accountable SLT member	Britta Dickinson-Fry and Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Britta Dickinson-Fry and Caroline Knight			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	August 2023			
8	Version number	1			
9	Available on	Every	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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1. Introduction

Thorpepark Academy Lone Working Policy aims to mitigate staff being injured or trapped/locked in to an area when on school site outside the academy's normal school day. All other school policies remain in place during lone working time.

All staff must sign in as normal and inform a member of administration staff or site staff of your arrival/departure.

2. Definition of lone working

Lone working is when a member of staff is working in an area on their own for a period of time or working during the school holidays, when the school is not normally open to children

3. Implementation of this policy

This plan is implemented every year from 1st September.

The day to day responsibility for health and safety of the school premises may be delegated to appropriate staff but the Executive Principal retains overall responsibility.

The term 'normal hours' refers to times between the hours of 6.00 a.m. and 6.00 p.m. on weekdays during term time. Holiday working times is 8am to 4pm.

4. Responsibilities

If you currently have a risk assessment in place for illness, injury or through maternity you must speak to Executive Principal or Senior Business Manager before attending school for any lone working.

Any injuries must be reported immediately to Senior Business Manager or Executive Principal.

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

- Office Staff
- Site Facility and Cleaning Staff
- Support Staff/Achievement Support and Apprentices
- Teaching Staff

If a more specific risk assessment is required you must speak to the Senior Business Manager before attending site.

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.

All staff have a copy of the Academy Health and Safety policy. This must be followed at all times. When lone working occurs, all staff members must have walkie talkies on to ensure contact is maintained with other staff members on site.

<p>Job title: Teaching Assistants/Achievement Support Assistants/ Senior Achievement Support Assistants/Apprentices</p>
<p>Situations in which lone working may arise: Before/After school During school holidays Weekend working – when Site Facility Officer/ Assistant let member of staff in and then leaves site</p>
<p>Hazards 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 Low risk if agreed procedures are followed and training undertaken</p>
<p>Safe working arrangements to control risks: Mobile phone / walkie talkie to communicate with Site Facility Officer (ext 5931) 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>You must ensure you have had permission to work whilst the school is closed.</p> <p>Ring agreed contact when arriving at school, at agreed intervals during stay and on departure. Teaching Assistants/Achievement Support Assistants/ Senior Achievement Support Assistants to inform Site Manager or Senior Business Manager when entering and leaving the building</p>
<p>Medical fitness to work alone Fit to work alone Staff must inform the Executive Principal or Senior Business Manager or Senior Management Team if circumstances change</p>



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, Executive Principal, Deputy Principal and Senior Business Manager after the emergency services have been called.

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.

Exclusion from this policy:

Apprentices cannot work alone at any stage. They must only come in when a senior member of their team is in and directing their work.



Job title: Site Facility Officer and cleaning staff
Situations in which lone working may arise: Before/after school During school holidays Weekend working Taking money to the bank Working with only one Site Facility team on site
Hazards: 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
Risks: Low if agreed procedures are followed and training undertaken
Safe working arrangements to control risks: 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 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 You all must ensure you have a working radio on at all times.
Medical fitness to work alone Fit to work alone Staff must inform the Executive Principal 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, Executive Principal, Deputy Principal and Senior Business Manager after the emergency services have been called.

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

Contingency Plans

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



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	
<p>Fit to work alone Staff must inform the Executive Principal 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>	

**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 Principal, Deputy Principal and Senior Business Manager after the emergency services have been called.

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

Exclusion from this policy:

Apprentices cannot work alone at any stage. They must only come in when a senior member of their team is in and directing their work.



<p>Job Title</p> <p style="text-align: center;">Teaching Staff</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 the site</p>
<p>Hazards</p> <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>
<p>Risks</p> <p>Low risk if 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 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>
<p>Medical fitness to work alone</p> <p>Fit to work alone Staff must inform the Executive Principal 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 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>



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

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

This School 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 procedure which sets out our approach in both identifying these risks and adequately managing them.

Definition - For the purposes of this procedure, 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 7am (Monday) until 4pm (Friday), term time only and from 8am – 4pm daily on weekdays during school holidays.

Legal Position - Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

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 must 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.



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.

Control Measures - In order to manage the risks identified, we have introduced the following control measures:

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.
- Late meetings must 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 - Staff are required to avoid lone working wherever possible by arranging to work in pairs or as a group.

- All staff are required to sign in and off the site
- Staff are required to carry either a 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 lone working on our premises, first aid kits are available and detailed on First Aid signage around the building.

Emergency procedures:

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone. 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.

Unacceptable Lone Working



The following activities are not to be carried out by lone workers under any circumstances:

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

Training - 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.

Line Managers - 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 the Unacceptable Lone Working section 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.

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.