



THE WESTON FEDERATION

LONE WORKING POLICY

INTRODUCTION

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 (amendment 2010-2012) and the Management of Health & 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 of omissions at work; and as regards any duty or requirement imposed on his employer of 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.

The Local Authority’s definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”

PERSONS AT RISK

At Weston *Infant & Junior Academies*, people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

HAZARDS

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.
- 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, individuals will be expected to report all situations to the Headteacher 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.

CONTROL MEASURES

All staff will:

- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety, for example, use kick stools when working at height
- 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 Headteacher or Health & Safety representative of any relevant medical conditions.
- Inform the Principal or Health & Safety representative of any hazards or accidents encountered. All accidents should be reported on the Health & Safety Incident Report Form, copies of which are held in the school office.

Weston Infant & Junior Academies will:

- Provide opportunities for meetings and support
- Assess the risks to all lone workers and communicate the findings

- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- Consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, staff should arrange to be in school with others. Keyholders are also advised to inform someone when they are attending and alarm call out and follow the protocol outlined in Appendix 1 of this policy. 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 number.

EMERGENCY SERVICES INFORMATION

1. DIAL 999 AND BE READY TO GIVE THE FOLLOWING INFORMATION
2. TELEPHONE NUMBER 01782 319607/596848 (Weston Heights Infant School) and 01782 312112 (Weston Coyney Junior School)
3. ADDRESS

WESTON INFANT ACADEMY WEST STREET WESTON COYNEY STOKE-ON-TRENT STAFFS ST3 6PT	ADDRESS WESTON JUNIOR ACADEMY PRINCESS DRIVE WESTON COYNEY STOKE-ON-TRENT STAFFS ST3 6NG
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4. GIVE THE EXACT LOCATION IN THE SCHOOL
5. GIVE YOUR NAME
6. GIVE A BRIEF DESCRIPTION OF THE SITUATION
7. INFORM THE EMERGENCY SERVICES OF THE BEST ENTRANCE TO THE AREA OF THE SCHOOL

This policy will be reviewed as required, or if a situation occurs which necessitate any amendment