

Date of policy
September 2021
Next Review
August 2022
Actioned by
Michelle Howdle

Alpha Training Lone Working Policy



Safeguarding Statement

At Alpha Training we respect and value all students and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Alpha Training. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Introduction

Alpha Training has a legal duty to ensure the health, safety and welfare of its staff while they are at work. At any given time there are numbers of staff who are working alone, whether as a substantial part of their working life or on an occasional basis. Alpha Training has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and staff have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone. Alpha Training takes the health and safety of its employees and volunteers seriously. We have a legal duty to ensure the health, safety and welfare of our employees and volunteers while at work or carrying out volunteer activity. We realise that at any given time, staff or volunteers may be working or volunteering alone, either in our office space or externally.

Context

Alpha Training has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. At any given time, employees or volunteers may be alone, either in our premises or when operating on our behalf externally. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees and volunteers have responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precaution can reduce the risks associated with working alone. This policy is designed for employees and volunteers who either frequently or occasionally work or volunteer alone. It also refers to both high and low risk activities. This policy is designed to alert employees and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees and volunteers a framework for managing potentially risky situations.

Related Legislation

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999

Purpose

The aim of this policy is to outline the Governing Body's responsibilities towards staff working alone by:

- Defining what 'lone working' is
- Taking action to reduce risk to lone workers
- Ensuring that all staff are aware of their responsibility to use necessary guidance to assist lone workers

Scope

This policy applies to all staff, including temporary workers and those employed on a casual basis. It should be read in conjunction with the Health and Safety Policy.

Definition

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The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'. They may include:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues, e.g. visiting people in their homes
- People who work at home

The definition can cover staff in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities.

Some staff members may spend most of their working lives with others but find themselves working alone occasionally, for example, when working late. Others will work alone on a daily basis. This policy will refer to frequent lone workers and occasional lone workers.

Potential Hazards of Lone Working

People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid
- Violence or the threat of violence
- Fire
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment
- Lack of a safe way in or out of a building (e.g. danger of being accidentally locked in)

The perception of these hazards or the actual risks may be different for different people. For example the inexperience or your works may underestimate the risks of an activity; some workers may feel particularly vulnerable to violence away from the workplace or after dark; or a medical condition may make it unsafe for an individual to work alone.

The school must consider these factors when doing risk assessments. If there are lone workers within an area the manager must take appropriate steps to reduce the risk, particularly for frequent lone workers or lone workers engaged in high-risk activities. They should consider: Does the workplace present any special risk to a lone worker?

Can all the equipment, substances and goods used on the premises be safely handled by one person? Is any manual handling involved safe for a single person?

Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the staff member be alone in a dark or remote location?

Measures to Reduce the Risk of Lone Working

Supervision

Lone workers are by definition not under constant supervision. However, line-managers can ensure that staff understand the risks associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact a line-manager if they need additional guidance. Occasional site visits may be appropriate, particularly if there are high-risk activities. Staff new to a job or undergoing training may need to be accompanied initially. Regular contact by phone or radio may be appropriate. The Site Manager (person in charge of Health and Safety) should assess what level of supervision is required.

Checking System

All out of hours lone working staff should establish their own checking in and out system with either family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (eg Line Manager's) to call if the lone worker fails to return home at the expected time.

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Reporting Back

A system should be in place to ensure that a lone worker returns to their base or their home at the completion of a task away from the normal workplace. For high risk or frequent lone workers the Site Manager may stipulate that the staff member must inform him/her of their whereabouts and the expected duration of the visit so that if the staff member has not reported in or cancelled the call by the expected hour, a call will automatically be triggered to check the staff member is safe. For occasional lone workers or low risk lone workers, they should inform a colleague where they are going and when they are expected back; arranging to ring the office at the conclusion of the visit or call; issuing a mobile phone number to allow a contact call to be made if the staff member's return is overdue. Use of diary systems or notice boards to indicate whereabouts can form part of this system. All staff involved share a responsibility to maintain such informal systems for safe lone working. The school should also consider staff who meet with visitors on a one to one basis on the school premises. Whilst they are not alone in the building, they may be alone with the visitor in a place where other colleagues cannot see them. The school should consider systems for ensuring that they have emerged safely from such a meeting and systems for raising an alarm if necessary.

Accidents and Emergencies

Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours incidents. First aid may be available from school staff, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for staff working alone in a building or part of a building to let the Director of School Support know they are there, so they can be accounted for in case of fire.

Medical Conditions

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Task Not Suitable for Lone Working

Risk assessment will identify the hazards of work. When a risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place, or the work reassigned to another member of staff or done in hours when they are not alone. For example a staff member who arrives before other colleagues may be instructed not to attempt heavy manual lifting until another colleague arrives to assist.

Intruder

Staff should not enter the school premises if there are signs of intruders but are advised to immediately contact the police.

Violence at Work

Staff who undertake home visits must use a system to reduce the risk of violence by not visiting alone or meeting in another location. The risk of violence may not be directly related to a particular property. It may be associated with the environmental issues like working alone outside after dark, or a situation may arise where there was no previous history of incidents. Staff likely to be lone workers in such situations should be trained in dealing with difficult people, in ways to recognise a risk and in behaviour which may reduce the risk (up to and including terminating the visit). All incidents of violence must be reported.

Supervision

Lone workers are by definition not under constant supervision. We ensure that you understand the risks associated with your work and the relevant safety precautions.

- Employees or volunteers will be given training that covers lone working where appropriate during induction

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- Employees or volunteers new to a role where they may be lone working may need to be accompanied initially
- Regular contact by phone may be appropriate and we ensure that employees or volunteers carrying out duties alone have a mobile phone available at all times to enable them to contact the office in the event of an emergency.

Accidents and Emergencies

Employees and volunteers operating alone should be made aware of the process for responding correctly to emergencies.

Employees or volunteers who are alone in the office/classroom must inform Donna Reynolds and are responsible for adhering to security and fire regulations.

Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff or volunteers, but the risk assessment must take account of any extra risk factors.

(Name of organisation) ensures that measures are in place to reduce risk and that expectations have been communicated to employees and volunteers operating alone and appropriate training provided.

All staff and volunteers, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.

Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff, but the risk assessment must take account of any extra risk factors. The school must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All staff, including lone workers, are responsible for following safe systems of work and all staff can take simple steps to reduce the risks associated with their normal working life.