

The Swan School Policy – Lone Working

<p>Aims:</p>	<ul style="list-style-type: none"> • To ensure that the governors of the school recognise that all staff, visitors and contractors are entitled to a safe and healthy environment whilst working alone. • To ensure that all statutory requirements are met and the various Codes of Practice and guidelines available are considered and acted upon in order to maintain a safe environment • To establish an awareness of the need for an appropriate level of risk management within the school and through effective communication, ensure that all staff, visitors and contractors are aware of and act in accordance with the related processes • To ensure that all staff are aware of their individual and collective responsibilities to take reasonable care to avoid injury to themselves and to comply with all processes in order to ensure that the school's statutory duties and obligations are fulfilled • To reduce and eliminate areas of poor practice or unacceptable levels of risk to staff, visitors' and contractors' health and safety <p><i>This will be achieved by</i></p> <ul style="list-style-type: none"> • All staff, visitors and contractors to the school knowing, understanding and following all the school's health and safety policies. • All staff, visitors and contractors comply with The Health and Safety at Work Act 1974 (HSWA) and the Management of Health and Safety at Work Regulations 1999 for those who work alone.
<p>Targets/ Outcomes</p>	<ul style="list-style-type: none"> • Establish a comprehensive set of operational processes to support the direction of the Lone Working Policy • Implement appropriate management and communication systems within the school to ensure that all parties are fully aware of and comply with the requirements necessary to maintain a safe environment. (A Staff Handbook will form part of this process) • Ensure that health and safety considerations form an ongoing part of staff/management thinking when planning day to day and occasional activities
<p>Definition:</p>	<ul style="list-style-type: none"> • The governors recognise that some staff may work alone in their normal day and after school / weekends. • The definition of lone working is 'A worker whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision'. Lone workers may include all employed school staff as well as contractors and visitors to the school
<p>Roles and Responsibilities:</p>	
<p>SLT will:</p>	<ul style="list-style-type: none"> • Develop and maintain a suitable focus upon the consideration of health and safety (H&S) issues within the overall management of the school. • Provide staff training programmes to ensure that knowledge and commitment to safe working practices are embedded within the values of the school • Implement, monitor, review and revise the policy with LGB yearly. • Carry out a generic risk assessment to identify any risks to the H&S of staff who work alone. • Where it has been identified that a member of staff has been exposed to any significant risks the school will take steps to ensure that the risks are either removed or adequately controlled.
<p>All staff will:</p>	<ul style="list-style-type: none"> • If an employee is working alone outside the normal academy hours (i.e. after school and at weekends as per agreed access times) they must inform security of their location. • The school will ensure, so far as is reasonably practicable, that staff working alone are medically fit and suitable to work on their own. Where there are doubts the school will seek appropriate H&S advice. • Anyone working alone should have access to a telephone and first aid equipment (only trained staff to use). They should also be aware of accident and near miss reporting procedures via the main reception. • Staff should not use any hazardous equipment, circular saws, drills, step ladders, unless they have received adequate training. Even if training has been received, staff working alone should not use dangerous machinery; safe systems of work must be implemented. • The most common accidental injury at work is caused by manual handling. Where a risk assessment identifies that a lifting and handling task cannot be carried out safely by a lone worker and request additional staff to assist. • Lone workers should always be aware of the appropriate access routes out of the building from their place of work. These routes should be kept clear at all times. • Some workers may be required to work with and handle hazardous chemicals. The school and line manager must carry out a risk assessment under the Control of Substances Hazardous to Health Regulations (COSHH), before any workers use hazardous substances and safety data sheets issued. They should be trained in the use of personal protective equipment (PPE) and there should be clear procedures for reporting any defects in PPE and for exchanging it immediately. • Where staff work alone, staff need to avoid panic reactions in unusual situations. The information should ensure they understand the precautions that are needed and what they should do in an emergency. • During school closure periods, access is available to all staff members at certain times. Staff must ensure that they sign in/out and observe agreed access times. • Staff/Contractors working in isolated areas during closure periods should ensure that they sign in on entry to the building and sign out on exit. Before leaving the school, security should check that all staff who have signed in have exited the building. • Anyone working alone should advise a relative, friend or neighbour of the time that they should be returning home. • All school staff are to fully comply with the H&S Policy and all related H&S information stored on shared drive.
<p>Related Docs :</p>	<ul style="list-style-type: none"> • All Health and Safety legislation - policies

Monitoring Date:	Monitored By:	Full Review Due:	Review By:
			SLT, Governors