



Lone Worker Policy 2022-24

All Staff

Kings College Guildford
“An uncompromising commitment to excellence”

Policy Review: 2024 (2 years)

Introduction

It is recognised that staff are required to work by themselves in the school without close or direct supervision, sometimes in isolated work areas and periodically out of office hours.

Under the Health and Safety at Work Act 1974 employers have a legal and moral responsibility to effectively manage the risks associated with individual members of staff working on their own. Also, to ensure that employees receive such information, induction, training, and supervision as is necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Under the Management of Health and Safety at Work Regulations 1992 (updated 1999) employees are also responsible to inform their employers of any situation or condition, which they consider a serious danger and any shortcomings in the employer's health and safety arrangements.

Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of School staff (nb. A separate specific policy is in place related to HSLWs).

'Lone Working' is inclusive of:

Those working at their main place of work where:

- only one person is working on the premises
- people work separately from each other for example, in different locations
- people work outside of normal school office hours

Aim of the policy

The aim of the policy is to:

- increase staff awareness of safety issues relating to lone working
- ensure that the risk of lone working is assessed regularly, and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable
- ensure that the necessary support and training is available to all staff providing practical advice on safety when working alone
- encourage full reporting and recording of all incidents, including near misses, relating to lone working
- minimize the number of incidents and injuries to staff related to lone working

It is not intended to raise unnecessary anxiety but to provide an appropriate framework for managing risk and avoiding conflict.

Responsibilities for Line Managers and Health and Safety

Representatives include:

- ensuring that all staff are familiar with the policy and practice guidance and understand the requirements at induction stage
- ensuring that risk assessments are undertaken as necessary and reviewed at regular intervals
- ensuring procedures and safe systems of work are designed to eliminate or reduce the risks associated with working alone
- ensuring that staff have access to appropriate information, instruction, and training, updating, and refreshing this training as necessary
- ensuring there is an effective system of reporting, investigating, and recording incidents and near misses
- ensuring that appropriate support is given to staff involved in any incident or near miss
- providing equipment to enable staff to work safely alone

Responsibilities for Employees include:

- ensuring they have read and understood the policy and practice guidance and are satisfied with safety measures put in place
- taking reasonable precautions to ensure their own safety for example, ensuring you sign in / and out of the school premises, a mobile phone and another staff member is aware of your working hours / pattern on site (via Rota/ agreed shift pattern).
- Taking note of contact details of nominated contact person whilst on duty
- following guidance and procedures designed for safe working
- taking personal responsibility for sharing information regarding their whereabouts
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- taking part in any training designed to meet the requirements of the policy
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone

Lone Working and Personal Safety Awareness Practice Guidance

Check list for newly appointed staff

- ✓ copy of policy and practice guidance given in induction pack
- ✓ Confirm DBS current and stating the Staff role
- ✓ photograph identity card with school, name, and picture of worker
- ✓ ensure staff have access to a mobile phone during shift hours

Before starting a shift, at the workplace

- ✓ Sign in to site via electronic system/ via iPad or via mobile app
- ✓ Online shift Rota to be kept up to date daily by line manager, if applicable for casual staff
- ✓ check mobile phone in working order, charged and with credit
- ✓ Be aware of nominated person. Ensure you have their contact details on your mobile phone.
- ✓ photo ID badge on person

- ✓ ensure wearing suitable clothes and foot ware. Avoid any that may hinder your movements in an emergency

Your shift, whilst working

- ✓ Assess the site/ work area. Are you happy to continue? Never enter any location you have assessed as unsafe/ or you are uncomfortable with
- ✓ If necessary, immediately call emergency services to alert services of your status/whereabouts/concerns
- ✓ Otherwise if concerned, call in to nominated person to alert them of your status/whereabouts/concerns
- ✓ Nominated person will discuss and agree action plan
- ✓ throughout your shift, be aware of signs or signals that could indicate a potential problem. Your personal safety is paramount and your ongoing assessment of the environment/situation is crucial

Your shift when leaving the workplace

- ✓ Sign out of the School site via electronic sign in system, via iPad or via mobile app.
- ✓ any serious concerns on the shift or following the shift, contact your line manager and if agreed, take separate action, for example, complete incident report form.
- ✓ when completing incident report forms make sure you include all relevant details linked to the incident, for example, time, date, location, surroundings. Keep factual and complete by signing and dating.

Staff Incident

If a member of staff on duty, lone working, has an accident or a serious incident occurs on site. They should immediately call emergency services if the situation requires it. If not, they should contact their nominated person relaying the issue, an agreed plan of action should be put into operation.

The following response to be initiated by the nominated person:

- Keep in contact with the Staff member via mobile and keep on line
- Request details of whereabouts and discuss action plan
- If required Contact line manager (if not already contacted) and/or Principal to ask for further assistance
- Call emergency services: Fire/ Police/ Ambulance if required

Any individual nominated to deal with the response should be fully aware of their role and responsibilities. (Up to date personal information is vital – Staff contacts held on SAM people, HR system/ contacts of lone working staff should be held on file and be accessible from home locations)

Incident reporting

Full reporting and recording of all incidents, including near misses, relating to lone working should be recorded with your line manager and then if required on the Surrey central web site at [OSHENS \(Office manager to complete\)](#). By completing a form online, the report will be linked directly to your school and you will be given a reference number.