



# Lone Working Policy

The Kassia Academy

**Last reviewed on:** July 2023

**Next review due by:** July 2024

# Lone Worker Policy

## 1. General Statement

The Kassia Academy recognises there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to Mrs Lindsay Regan (Headteacher)

## 2. Definition

For the purposes of this policy, 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) when working outside normal business hours i.e. before the start of the school day and after the end of the school day.

## 3. 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. Similar duties are owed to other workers, such as agency supply staff under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended).

## 4. 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.

**Machinery and equipment** - machinery 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 will 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 workers working alone will be assessed.

**Access and egress** - Some lone working may require access to locations, which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

## 5. Control Measures

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

**Risk of violence:**

- Staff are required to lock themselves in the buildings when lone working. (this will not affect fire-exit doors)
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during open times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on Kassia premises.
- Staff must not to approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give notice to the Headteacher before lone working, either after hours or through holiday periods. The Kassia Academy will be locked during these periods. The only access will be through planned arrangements re- SLT.
- Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the building. If there is, sign of an entry police support **must** be gained before entering the building.

**Communication: Staff are advised to:**

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or access a telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

**First aid:**

For those working on premises, first aid cabinets can be found in reception, the sports hall and the catering room.

**Emergency procedures:**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ phone to contact the Headteacher, the staff member's nominated person or the emergency services.

**Access and egress:**

Staff are required to consider weather conditions before coming into and while at work.

## 6. Unacceptable Lone Working

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

- **Working at height.**
- **Manual handling of heavy or bulky items.**
- **Transport of injured persons.**

## 7. Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## 8. Line Managers

It is the responsibility of the Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks changes in any way, he 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.

## 9. Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the safe systems of work and any associated procedures.

## 10. Health and Safety/Safeguarding

The Kassia Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff believe we should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and they strive to provide this within their classrooms. All staff are aware and follow health and safety guidelines. Please refer to the Safeguarding Policy for more details.

### CONNECTING POLICIES FOR SAFEGUARDING PURPOSE

If you are **worried about a child or a young person** being at risk of harm please speak to the **Designated Safeguarding Lead Mrs Lindsay Regan** or, in their absence the Deputy Safeguarding Leads Mrs Kirsty Cooper, Mrs Tracy Willcock or Miss Emma Wilcox. **DO NOT IGNORE IT.**

### LIST OF SAFEGUARDING/CHILD PROTECTION ISSUES

- child missing from education
- child missing from home
- child sexual exploitation (CSE)
- bullying including cyber bullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs with youth violence
- gender based violence against women and girls (VAWG)
- mental health

- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking

### **From DfE, Keeping children safe in education: 2023**

The Kassia Academy believes it is very important that all the Safeguarding Policies are read in conjunction with one another to quickly identify and take any necessary and appropriate action to help prevent children and young people up to 18 years of age being at risk of harm.

**MORE INFORMATION VISIT:** NSPCC.org.uk: TES & NSPCC safeguarding: GOV.UK keeping children safe

**SAFEGUARDING CONNECTING POLICIES** (situated on The Kassia Academy website) [www.tkas.org.uk](http://www.tkas.org.uk)

The Safeguarding Policies are up-dated annually or as necessary depending on new statutory guidance or legislation.