



# POLICY – Lone Working

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## **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. These are deemed to be from between 07.00 and 18.00 Monday to Friday.

## **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). Section 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 temps under section 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).

**Review:** Reviewed every two years or in line with National recommendations.

Approval by the Governing Body on September 2021

Signed:  Chair of Governors

Signed:  Headteacher

Review date: September 2023

## **1. LONE WORKING POLICY**

Lone working activities are a necessity for certain roles in school.

Lone workers should not be put at more risk than other employees and specific control measures may be necessary in order to achieve this.

This document outlines a sensible risk based approach towards lone working. Safe lone working can be achieved by ensuring that safe systems of work are made available through management processes and used by all employees.

All employees are expected to report all incidents which occur in relation to lone working in order to ensure that the organisation can prevent future events by risk assessing appropriately in each case.

## **2. DEFINING LONE WORKING**

The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. Lone workers may be found in a range of situations:

- People in fixed establishments where:
  - Only one person works at the premises.
  - People work separately from others, e.g. in isolated areas of a site.
  - People work outside normal hours, e.g. maintenance employees.
- Mobile, or peripatetic workers operating away from their fixed base:
  - On construction, maintenance, inspection activities or unfamiliar sites.
  - 'Service' workers, for example, Social Workers, school staff visiting homes
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## **3. NOTE ON LONE WORKING RISK ASSESSMENT**

There is no general legal prohibition on working alone. However, a risk assessment of lone working tasks must be carried out.

Lone working can be included as part of an overall risk assessment for an activity or a specific lone working assessment must be carried out. A lone working risk assessment template and an example of a Lone Worker Risk Assessment are included with this guidance.

The individual lone worker is responsible for ensuring that a risk assessment has been carried out prior to commencing their task.

#### 4. IDENTIFY THE HAZARD

Activities identified needs to be assessed to determine the level of risk they present. This involves looking at factors such as:

- The potential for violence and aggression
- The environment and other activities taking place in the same working area. Examples of these two areas include adverse weather, working on an unfamiliar construction site.

In addition the risk assessment must take account of foreseeable emergencies which may arise, such as equipment failure, illness and accidents.

##### 4.1 Potential for violence and aggression

It is recognised that the hazards presented by a particular lone working activity will vary, e.g. carrying out unwanted enforcement activities, cash handling, driving for school business.

The following table identifies four areas for consideration as they are applicable when assessing lone working risks. This table does not contain an exhaustive list and should be used as a starting point.

Parents, carers and the general public.	Individual characteristics can have the potential to contribute towards violence and aggression, e.g. previous history, or the fact that the person is unknown and there is no available information to use as part of the risk assessment process.
The employee who is lone working	Factors which may increase or decrease the chances of violence and aggression occurring, e.g. their competence (level of training, experience, cultural awareness etc), role (e.g. representing authority in enforcement work) and the things they might do (e.g. arriving late for a home visit)
Interaction	The interaction which takes place between school staff and parents, carers the general public, for example, enforcing rules, asking questions about family backgrounds, carrying valuable or personal items, home visits.

The work environment	<p><b>Off School Sites</b> For example; a home visit on another person’s property, visiting rural areas that are without lighting, school trips etc. The table below provides further information about the work environment.</p> <p><b>On School Sites</b> Lone working employees need to be able to raise the alarm in the event of an emergency.</p> <p>Where there is the potential for violence and aggression involving a client, both employees and visitors need to be able to move to a place of safety if a difficult situation arises, for example, exit the meeting room that you are working in.</p>
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#### 4.2 Physical hazards

The working environment and activities may present particular hazards and should be considered as part of the lone working risk assessment, for example:

Work environment	<p>The level of risk varies from one working environment to another, higher risk environments can include: construction sites; docks; farms and working on or near to water (including the coastline). Lower risk lone working environments can include working at offices that are secure and driving alone on short duration journeys in built up areas.</p> <p>There must be a safe way in and out of the workplace. This can be difficult to achieve when working on premises which are not under the control of the school, for example when making a first home visit.</p> <p>Other areas for consideration include when using third party owned electrical appliances (home visits), poor lighting.</p>
Activity being undertaken	<p>The level of risk varies by activity. Examples of higher risk activity include working off ladders to carry out maintenance work or using hazardous machinery. Lower risk lone working activity includes attending meetings at another school site belonging to Overton School and home working.</p>
Communication with others and supervision.	<p>Means of communication vary depending on the work activity and location. There are areas in Ludlow where a mobile phone signal is not available. This also impacts on the ability to summon assistance in the event of an emergency.</p>

## 5 WHO IS AT RISK (AND WHEN)

The lone working assessment must consider who might be harmed as a result of our activities, for example, employees, visitors, parents, carers and contractors.

New and expectant mothers	Impaired ability to carry out physically strenuous work. Later stages of pregnancy may increase the risk of falls through reduced visibility and changes to mobility. Risk of early labour or miscarriage through physical assault.
Young people	Lack of experience and level of maturity. Inability to concentrate for long periods.
Disability	Impact on ability to make unassisted evacuation. Ability to identify that evacuation is required.
New employees, trainees including inexperienced volunteers	Lack of familiarity through level of experience or training needs.
Specific medical conditions	Some individuals may have medical conditions that make them unsuitable for working alone. These may include some health conditions, such as unstable epilepsy or diabetes. The consideration of medical conditions should include both routine activities and foreseeable emergencies, which may impose additional physical and mental burdens on the individual.

The following table provides examples of individual consideration for non-employees:

Contractors and visitors	Unfamiliar with site layout and emergency procedures.
Person who uses the service attending the school site for a one to one meeting.	Unfamiliar with exit route from meeting room, may become agitated and need to leave the room in anger.

Lone working may be encountered during part of a working day as well as for lone working occupations, for example, locking and opening up an office base, driving to different work bases to attend meetings.

All of the above considerations are just a guide and are not exhaustive. Each risk assessment must consider the vulnerabilities of the person involved in the lone working task, and identify controls to reduce to an acceptable level.

## 6 CONTROLLING THE RISK

It is important to ensure that control measures are proportionate to the risk.

A key factor in controlling lone worker risk is to ensure that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor. The extent of supervision must be proportionate to the risk and the competency of the lone worker. The manager is responsible for ensuring that safe working arrangements are in place for the all stages of the activity, from the task planning, to implementation and completion. These arrangements include ensuring that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor.

### 6.1 Withdrawing from lone working activity

Managers must ensure that the lone worker is supported if they decide that they need to terminate the work they are carrying out to protect their (or others') safety. For example, when working at height and wind speeds increase during the course of the work or visiting a person who uses a service who becomes verbally aggressive and threatening. In this instance a review of the arrangements for similar future work must be carried out.

### 6.2 Unsafe lone working

**In circumstances with all control measures in place, if the assessment identifies that it isn't possible for the task to be carried out safely then lone working should not proceed.**

If you are unsure about what controls are needed because the task is considered higher risk or requires more technical/specialist knowledge, further guidance should be sought from the Safeguarding Team.

### 6.3 Supervisory monitoring of lone working

**The line manager must ensure that lone worker monitoring takes place. Monitoring can include:**

- **Signing off and reviewing risk assessments for lone working**
- **Making regular contact with the lone worker using mobile phones or telephone to call or text (please refer to Emergency Arrangements in this document for the arrangements needed if a lone worker cannot be contacted). An overview of contact systems are detailed below.**

### 6.3.1 In house contact systems

A contact system is used to maintain telephone contact at pre-determined intervals between a nominated contact and lone worker in order to confirm safety. The lone worker must provide the contact with an itinerary. In house contact systems rely on:

- All contact employees knowing the actions to be taken in the event of a lone worker either raising an alert or emergency.
- Employees having the time and concentration to be able to fulfil the requirement of the role
- Full participation of all employees who are involved in system use in order to ensure that it remains robust and has credibility.

A contact can also be used to monitor lone workers in person and respond to meetings for example, when meeting with a service user at the work base. The contact can check through a door vision panel into the room where meetings are carried out /or come into the room and ask a set question at a predetermined time; if assistance is needed it can be established through the response made without raising an alert to the other person(s) in the room.

### 6.3.2 Lone working Alert Response

In addition line management of all employees who may be involved in receiving an alert must be able to deal with the response procedure effectively. The type of lone working device selected will depend upon the type of lone work activity involved.

### 6.4 Mandatory control measures for potentially violent and aggressive situations

Where there is the potential for violence and aggression the following three risk categories and mandatory control measures are provided. Some employees may fall into more than one category of lone working, therefore all control measures against each individual category may apply.

Additional information is provided for consideration, this information is a guide only and isn't a fully inclusive list of control measures.

<i>Risk Category</i>	<i>Control Measures</i>
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<p><b>Category 1</b> Employees working in offices or other secure locations outside of normal working hours or who routinely work in these locations on their own. Work of a low risk office/ classroom type.</p>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Employees must be briefed on the measures required to ensure their workplace is secure if they are lone working and emergency procedures.</li> <li>• Employees must sign in and out using the school system</li> </ul>
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<i>Risk Category</i>	<i>Control Measures</i>
<p><b>Category 2</b> Employees working in locations where security is inadequate or where shared premises would allow non-authorised access to their work area. Employees working in unfamiliar locations but not meeting members of the public. Employees visiting established clients who have been assessed as presenting no risk to employees.</p> <p>Examples would include: Groundsmen / school caretakers, employees whose duties include responding to out of hours intruder alarm calls, farm helpers, autism champions, safeguarding/ welfare home checks</p>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Carry out a risk assessment, discuss with your line manager</li> <li>• For out of hours alarm calls each team must have clear instructions for employees.</li> <li>• Employees who are expected to respond to alarm call-outs must have access to a personally issued work mobile with appropriate reception or have indicated that they are willing to use their personal mobile in such circumstances and that it has appropriate network coverage for the area in question. Where possible, lone working to respond to an alarm should be avoided through the use of contracted key holder arrangements. Where it is not possible then a contact arrangement must be put in place.</li> <li>• Where dealing with violence and aggression training is not provided, the line manager should give clear information to lone workers on what work can and cannot be done alone; when to withdraw or stop work; communication and check-in procedures; signs of escalating violence and aggression and emergency procedures.</li> <li>• Where the problem relates to poor security allowing un-authorised access to work areas, the security of the building should be reviewed, if necessary with the other occupiers or landlord and appropriate measures introduced.</li> <li>• Daily work tracking arrangements must be put in place in line with the level of risk involved</li> <li>• <b>All employees must record an itinerary of their movements that is accessible to their manager/colleagues. Details made available should include location, car make, model,</b></li> </ul>

	<p><b>registration number and mobile phone number.</b></p> <ul style="list-style-type: none"><li>• Consider issuing a personal safety alarm.</li><li>• Provide all other relevant assessment information, e.g. exits</li></ul>
<i>Risk Category</i>	<i>Control Measures</i>

### Category 3

Employees who visit unknown clients or clients who are known to present challenging or aggressive behaviour in their own homes in order to provide a service.

### Mandatory

- Carry out a risk assessment, and ensure that your line manager has discussed the mitigation of risks. If either party is not satisfied that risks of harm are reduced, then the lone working must not continue.
- Information to include what work can and cannot be done alone; when to withdraw or stop work; communication arrangements and emergency procedures.
- A form of employees tracking system must be introduced and its use enforced. This could either be a contact system. The Safeguarding Team will be able to advise on which system would be most suitable.
- Employees must be briefed on the procedures for lone working before they start such work for the first time and at least 6 monthly thereafter.
- Where a client presents a known risk of violence, then the visit should be re-arranged for a venue where appropriate levels of security or assistance are available.
- If there are particular reasons for the visit to take place at the client's home then 2 people should attend.
- Consider issuing a personal safety alarm.
- Provide all other relevant assessment information
- Discuss the need to continue with your line manager.

## **7 EMERGENCY ARRANGEMENTS**

Lone workers should be capable of responding to foreseeable emergencies through the development of planned arrangements, for example, fire and first aid need. The requirements for emergency will depend on the nature of the work being carried out.

Where it is possible a lone worker should withdraw from circumstances of escalating violence and aggression towards them.

Where a lone worker monitoring system is used it must include a means to raise the alarm in the event of (a) failure to contact a lone worker (b) an emergency request for assistance. When using a buddy system as outlined above must ensure that there is no delay in raising the alarm with the police. If there is no response from a lone worker to

confirm their safety the police should be contacted and informed of the last known whereabouts after no more than a 60 minute period of trying to make contact.

**The lone worker MUST be available to contact at all times whilst off school premises.**

## **8 RISK ASSESSMENT RECORDING**

Lone working issues may be considered as part of an overall risk assessment of a job role or activity. However, where lone working has not been considered as part of other risk assessments, a specific risk assessment must be carried out. It is important to note that the original risk assessment may change as the activity itself progresses and further information on the competency of lone workers has been provided in this guide. The risk assessment must be completed by the lone worker and discussed with their line manager to mitigate risks. If there is not agreement that the risks are reduced and allow the lone worker to carry their role without certain harm, then the work must not be carried out.

Risk assessments for lone workers should be kept with the line manager, also a copy for reception. It should be made clear who the emergency contact is and when they should check, if necessary.

## **9 RISK ASSESSMENT REVIEW**

Lone working risk assessments must be regularly reviewed in line with changes which have been identified, for example, a violent incident has occurred during the last visit and it is no longer safe to lone work in the future. All incidents and/or previously unforeseeable risks must be reported by the lone worker as soon as possible, reviewed by the senior staff and flagged on any systems which will warn other workers of the risk. If no changes have occurred within a twelve month period then lone working risk assessments should be reviewed at that point.

**Example risk assessment for lone working:**

**If the risk is red, the lone worker should not continue with the work.**

**Name of work/worker:**

**Emergency contact number of lone worker:**

Line manager:

At what times must the monitoring support contact? And who?

Activity	Who is at risk and why	Category 1/2/3 Low/ med/ high	Control measures	Go ahead? RAG
Employees visiting established clients who have been assessed as presenting no risk to employees.	Any safeguarding issues known?- no  Getting lost?- have a SATNAV  Car break down?- possibly	2 medium	All employees must record an itinerary of their movements that is accessible to their manager /colleagues. Details made available should include location, car make, model, registration number and mobile phone number.	

**Please ensure that you have discussed this with your line manager, and are in agreement that there is no or minimal risk of harm. Ensure that your contact is sure of when to contact you whilst you are lone working.**