



# THE BISHOPSWOOD SCHOOLS FEDERATION

## LONE WORKING POLICY

For the purposes of this document, lone workers are defined as employees who work by themselves in situations where there is no close or direct contact with a colleague  
The Bishopswood Schools Federation follows the Children's Services safety guidance as set out in SPG0307.

In all cases of expected lone working, a risk assessment will be carried out to determine safe practice. Once risk assessments have been carried out, and lone workers have been identified, the risks to employees should be categorised as being low, medium or high. Control measures should reflect these categories of risk as follows:

**Low Risk** employees might need –

- personal safety awareness training,
- simple control measures such as a booking in/out system.

**Medium Risk** employees might need –

- personal safety awareness training
- additional training in handling aggression/violence
- inclusion in a monitoring system
- means of emergency contact (eg. discrete alarm or programmed mobile telephone)

**High Risk** employees should not be carrying out their duties alone

- The safety manager will make suitable arrangements so that all employees receive appropriate induction training immediately they commence employment
- New employees will not commence any duties or workplace activities unless they are suitably supervised by a competent person
- All employees who will be lone working will receive instruction and have a full understanding of the lone working arrangements that apply to their team. Such instructions should indicate the limits of what can/cannot be done while working alone

### **Training**

The level of training will be appropriate to the needs identified in risk assessments. Courses that are available from Hampshire Learning Centre are shown in the Learning Zone on Hantsweb at:  
<http://www3.hants.gov.uk/learningzone.htm>

Records will be kept by the manager to show what training individual staff members have received together with any outstanding training needs they might identify.

- If additional training is indicated, but a suitable course cannot be found through the Learning Zone, further help should be sought from the Children's Services Health & Safety Team

## **Supervision**

- The Executive Headteacher must provide appropriate supervision for any work-related activity or task categorised as lone working and the risk assessment indicates a need for supervision. The higher the risk the greater the level of supervision may need to be
- In all cases the person appointed to provide supervision must be competent in all aspects of that supervision

The Executive Headteacher will monitor lone workers by such means as:

- periodic visits and observing employees when working alone to check good practice
- making arrangements for keeping in contact by telephone
- using a monitoring system that meets the needs of the situation
- having a check that the employee has returned to their base or home on completion of their task

## **Employee Responsibilities and Rights**

Employees have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

Employees must co-operate with managers by:

- attending relevant training courses
- using recommended control measures, such as safe systems of work, which have been designed for their safety
- reporting any concerns regarding their health and safety or equipment to their manager
- being a supportive member of the team they work in
- reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability to work safely
- reporting all accidents, incidents and dangerous occurrences in line with departmental procedures.

In addition, employees have a right to be treated with fairness, equality, dignity and without discrimination, to know what is expected of them, to be supported in managing their workload and to have their health and safety needs recognised.

**Policy Reviewed** – May 2020

**Next Review** – May 2022