

GILLINGSTOOL PRIMARY SCHOOL

Inspire ~ Believe ~ Achieve



LONE WORKING POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: June 2021

Signed 

Name: Caroline Carter

Headteacher

Date: June 2021

Principles

The main principles of the guidance are that

- Lone working is acceptable in many circumstances, provided appropriate measures are made to control risks.
- There is no 'one size fits all' approach, but there are common principles. The particular control measures will vary depending on the scale of the risk, the nature of the work and the measures that are practicable.
- Control measures will normally combine elements of management control, employee action, training, instruction, information and in some cases technological measures.

Purposes

- To ensure that staff can carry out their wide-ranging duties safely when working alone.
- To help staff identify which activities cannot be undertaken alone.

Guidelines

- When undertaking any activity, it is the personal responsibility of the employee to judge whether an activity can be safely undertaken alone. This judgement may be made from personal experience, sought advice or by consulting the guidance table below.
- If a task is judged unsafe to be conducted alone, then it is the personal responsibility of the employee to identify and implement control measures which mean that the activity can be carried out safely. Again, this judgement may be made from personal experience, sought advice or by consulting the guidance table below.
- The guidance table below is not an exhaustive list and if there is any uncertainty at any point, the advice should be sought from the Headteacher or senior staff.

LONE WORKING GUIDANCE TABLE		
Activity	Staff Concerned	Control Measures
Working at height within or outside the school	All staff	All 'working at height' guidance is to be followed. This activity must be undertaken by two people whenever possible. In the case of the site manager or assistant caretaker working alone, then they must inform senior staff when they are starting such an activity and then when they have finished.

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Activity	Staff Concerned	Control Measures
Working on the roof	Caretaker	<p>All 'working at height' guidance is to be followed.</p> <p>No person is allowed to access or work on the roof unaccompanied under any circumstances.</p> <p>Staff members are to carry mobile phones at all times.</p>
General working in the building when no one else is present – e.g. during school holidays	All key-holders	<p>Senior staff must be informed of such an activity and must be contacted by phone before commencement, indicating the nature of the work, the location and the expected finish time.</p> <p>They must then contact that senior staff member again by phone upon completion and when they have left the building. The Senior Staff member has the responsibility of checking and raising the alarm if no 'completion call' is received.</p> <p>Staff member to carry mobile phone at all times.</p>
Working in the pool area	<p>Caretaker</p> <p>Pool Rescue Qualified Staff</p>	<p>This activity must be undertaken by two people whenever possible.</p> <p>In the case of the site manager or assistant caretaker working alone then they must inform senior or office staff when they are starting such an activity and then when they have finished. This also applies to Pool Rescue Qualified staff who may be setting up for a swimming session.</p>
Teaching in the pool area	<p>Pool Rescue qualified staff and support</p> <p>Teachers and Teaching Partners</p>	<p>There must always be two staff present during all teaching sessions.</p>

LONE WORKING GUIDANCE TABLE		
Activity	Staff Concerned	Control Measures
Making home visits	Teachers and Teaching Partners	<p>There must be two staff members present during home visits.</p> <p>Senior Staff may make visits alone but only when the family and home circumstances are well known. Even in these circumstances, they must inform other senior or office staff when they are making such a visit and then when the visit is completed.</p>
Meeting with parents in school	Teachers and Teaching Partners	<p>Based upon professional knowledge, should there be any concern about the possible behaviour or attitude of a parent, then steps must be taken before agreeing to meet alone to ensure that another member of staff is present or close by.</p> <p>It may sensible for a set time for the meeting to be arranged before-hand at which point, an appropriate staff member will join the meeting.</p>
Working alone with children	Teachers and Teaching Partners	<p>Staff have to use common sense in this case. There may be times when dealing with injury or toileting issues when privacy is important. Other staff should always be informed in such a situation.</p> <p>When providing 1-1 advice, guidance or support then staff are to avoid enclosed spaces if possible.</p> <p>Again, if unavoidable or for confidentiality is needed, then other staff need to be informed. If a child needs to be restrained then two staff must be present.</p>

Conclusion

As previously mentioned, this is not an exhaustive list and should the employee have any doubt with regards to their safety, then it is their responsibility to seek advice and guidance from senior staff.

Staff must not put their safety at risk or to put others in a position of danger by their own actions.