



LANGSTONE PRIMARY ACADEMY

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www.langstone-jun.portsmouth.sch.uk <https://langstoneinfants.co.uk/>

Headteacher: Mrs F Marshman



Lone Working Policy

The Local Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognized that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Categories of lone worker

Within The Langstone Academies, a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied part of the building
- Those who work in an isolated part of school grounds
- Those responding to an alarm call out after normal school hours
- Those whom carry out a home visit as part of their role
- Minibus drivers

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk Assessment

It is the responsibility of the Health and Safety Team (Head Teacher, Site Manager and Health and Safety Governor) to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history.

Hazards identified will be evaluated by the H&S Team for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the opportunity by the Site Manager to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

All home visits should be carried out by two people. Before attending a home address, the staff intending to visit should find out all pertinent information that will be used to assess the risk.

This information can be sought from academy staff, Social Care, the Police and other stakeholders involved with the family.

Controls

Staff should seek the permission of the Head teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Head Teacher. Whenever possible it is recommended that staff work with a colleague.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police and the site team or Headteacher for assistance. Staff should wait for assistance before entering the school premises. If assistance is unavailable, staff should leave and only return when assistance is available.

Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance. If the police are unable to attend, staff should call the site team or Headteacher. If no assistance is available, staff should leave the school premises if it is safe to do so. If it is not safe, call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head teacher's or Site Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimize these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Evacuation Policy'. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times. In the situation where two or more people are working in isolated areas of an otherwise unoccupied building,

personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, or any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance. It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Site Manager.

When carrying out home visits, staff should carry a mobile phone, they should contact the academy when they arrive at the address and when they leave the address.

Procedures

Un-Locking

- Routine un-locking starts at 7am and currently the site is unlocked by the Site Manager (except where cover is needed for absence/sickness)
- Ensure all necessary keys to enter the premises are readily available and that the code numbers are known before entry
- Any situation which causes suspicion of danger on arrival on site must be treated in such a way so as not to put yourself at risk
- If in doubt call the police and request assistance before entering the building
- Only unlock the minimum number of doors necessary ensuring there is a safe exit from the building in the event of a fire
- As you walk through the buildings check for vandalism, damage and any other health and safety issues
- Make verbal contact with another member of staff as soon as possible

Locking Up

- Before leaving the premises physically check that all doors and windows are secured and that all personnel have left the building
- A walk around the protected area is the only effective way of doing this properly and preventing unnecessary false alarms
- Ensure that detection devices are not obstructed
- Be careful that stock or other items do not obstruct infra-red movement detectors
- Always follow the entry/exit procedure as agreed with alarm company
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Call Out Procedures

- The alarm company holds a list of those members of staff who may be called out in an emergency. It is the site managers job to ensure the list is kept up to date
- If the call out is during the night time (e.g. between 11pm and 5am) then an additional key holder must be contacted to attend or the police should be called. No member of

staff should put themselves at risk by attending a possible break in unaccompanied.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly. The academy respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Site Manager any aspect of work related risks. The H&S Team will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Agreed by Head Teacher/ Governors: Langstone Junior/ Infant Academies

Review: January 2027