

# Lone Working Policy



**Approved by:** Gordon Muir (on behalf of the full Governing Body of Howard Park)

**Date:** 05/05/21

**Signed:**

A handwritten signature in blue ink, appearing to read "G. Muir", is written over a white rectangular background.

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Howard Park Community School

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# Lone Working Policy

## Heading

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

Howard Park School recognises its health and safety responsibilities towards employees who are involved in lone working processes and others who may be affected by these activities. 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.

## Defining Lone Working

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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 site.
- People work outside normal hours, e.g. maintenance employees.

➤ Mobile, or peripatetic workers operating from their fixed base:

- On construction, maintenance, inspection activities or unfamiliar sites.
- 'Service' workers, for example, Social Workers, Tutors, Mobile Library Drivers, Enforcement Officers.

## Note On Lone Working

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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 is 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.

## 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.

## 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	<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. <b>On School Sites</b> Lone working employees need to be able to raise the alarm in the event of an emergency. 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.
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## 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 includes 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 Howard Park 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 Cleckheaton where a mobile phone signal is not available. This also impacts on the ability to summon assistance in the event of an emergency.</p>

## 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.

The following table provides details of some specific aspects for consideration when assessing the suitability of lone working for Howard Park Community School employees:

New and expectant mothers	<p>Impaired ability to carry out physically strenuous work.</p> <p>Later stages of pregnancy may increase the risk of falls through reduced visibility and changes to mobility.</p> <p>Risk of early labour or miscarriage through physical assault. Please note: a specific risk assessment is provided for New</p>
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	and Expectant Mothers on Schools' PeopleNet.
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.

A lone worker may be seconded to other schools or vice versa, in both cases adequate lone worker arrangements must be put in place.

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.

## 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.

## **Withdrawing from Lone Working Activity**

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Head Teachers /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.

## **Unsafe Lone Working**

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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.

## **Unsafe Lone Working**

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The senior leader 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.

## **In House Contact Systems**

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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.

## 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.

## 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.

Risk Category	Control Measures
<p><b>Category 1</b></p> <p>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 type.</p> <p>Examples would include: Teachers, office based employees, travelling to meetings.</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>• 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.</li> </ul>
	<p><b>For guidance and consideration</b></p> <p>Refer to low risk office lone working procedure</p>

<p><b>Category 2</b></p> <p>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. Employees responding to intruder alarm calls for school property out of hours. Firefighters conducting home fire risk assessments or similar activities.</p> <p>Examples would include: Groundsmen / school caretakers, employees whose duties include responding to out of hours intruder alarm calls, School employees working in shared offices with poor security arrangements, some home care employees, firefighters fitting smoke detectors in residents' properties by appointment.</p>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <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>• 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.</li> <li>• Consider issuing a personal safety alarm.</li> <li>• Provide all other relevant assessment information, for example, where alarms are located in private meeting rooms.</li> </ul>
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	<p><b>For guidance and consideration</b></p> <ul style="list-style-type: none"> <li>• Consideration should be given to ensuring that employees receive appropriate training in dealing with confrontational situations such as the Suzy Lamplugh Trust's dealing with Violence and Aggression 1 day course available through HR Learning and Development.</li> </ul>
<p><b>Category 3</b></p> <p>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. Employees who routinely work alone in remote locations.</p> <p>Examples would include: Youth Offending team employees, Assessment and family support workers, Mobile Library employees, EDT out of hours team.</p>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Employees dealing with clients would benefit from receiving training on dealing with confrontational situations such as the Suzy Lamplugh Trust's dealing with violence and aggression 1 day course.</li> <li>• Information to include what work can and cannot be done alone; when to withdraw or stop work; communication arrangements and emergency procedures.</li> <li>• 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.</li> <li>• 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. Records of these briefings should be maintained.</li> <li>• 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 at least 2 people should attend.</li> <li>• Consider issuing a personal safety alarm.</li> <li>• Provide all other relevant assessment information</li> </ul>

## Personal Safety – Guidance on Lone Working Control Measures

See annex 1 for Kirklees guidance on Lone Working.

## Violence at Work

Detailed guidance for Head Teachers/managers can be found on Schools' Website and should be used alongside this document as it applies to lone working activities.

## **Emergency Arrangements**

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Lone workers should be capable of responding to foreseeable emergencies through the development of planned arrangements, for example, fire and first aid need (see policy on Schools' website). 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. The school lone worker contact system on the Schools Website outlines a recommended system. 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

## **Risk Assessment Recording**

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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.

## **Risk Assessment Review**

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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.

Head Teachers/ senior managers must ensure that there are adequate reporting and feedback mechanisms are in place which allow for new information to be gathered about any changes which impact on the risk assessment. Changes to working practice must be assessed and communicated to all relevant employees.

## **Annexe 1**

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## Kirklees Guidance for Lone Working

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### Working in isolation and/or alone

- Ensure that there is a system whereby anyone working by themselves or in isolation is able to make a designated manager or other responsible person aware of where they are working.
- The lone/isolated worker should be able to contact the designated person/manager and should do so at agreed times during the day.
- At completion of the lone workers working day, they should inform the designated person/manager that they have finished work; if the manager finishes before the lone worker the manager should check that the lone worker is ok and then implement the procedure for peripatetic and call out work.
- Whilst the above is a low cost and low resource solution it can be disruptive and time consuming for the manager. The in-house lone workers system operated by the Carephones team provides an effective and reliable alternative. The system recognises a member of staff by the registered telephone number (work phone) that has been provided as part of the lone worker application. The Carephones team provide training to all new lone workers once they are registered and set up.
- The lone workers system permits the manager to go about their day job without having to monitor who has checked in and who hasn't. If a member of staff fails to log off the lone workers system the Carephones team will inform the designated persons/manager.
- Please note if a member of staff fails to log off the lone workers system and the Carephones team cannot get hold of either them or the designated persons/manager, then they will call the police.
- Any work undertaken must be authorised by management and any equipment or substances used must be used in accordance with training and instructions given.
- If work is undertaken during hours of darkness, lights should be turned on in more than the one room being used to give an impression that more than one person may be in the building.
- When in a building alone, staff should ensure that they lock all external entrances and lock the door to the room in which they are working.

### Peripatetic work visits by staff to various locations during work hours

- Any member of staff carrying out peripatetic work should leave a list of intended visits, as accurate as possible, in a diary, on a loose sheet or on a visits board. The list should be readily available to the person's manager and/or colleagues and should contain details of the place being visited, the reason for visiting, contact number (if possible) and time expected back.
- If details are left in a diary or loose sheet there should be some means of indicating to all or specific staff within the person's workplace that the person is out and is expected back at a specific time.
- Any major deviation from the list, for example change to the location being visited, change to the expected return time should be notified to that person's manager as soon as possible to allow them to update the information provided as above.

- The system in use should allow colleagues and/or the manager to be aware of the person's expected return time and to be able to check whether the person has or has not returned when expected.
- If the person has not returned within one hour (or less depending on what is agreed locally) senior management must be informed.
- The manager should attempt to contact the member of staff at the last known address or via an agreed means of communication. If no contact is made, the senior manager must decide whether to contact the police or attempt to find the member of staff (in most circumstances if there is an established means of communication that has failed and there is no known location to which the person may be likely to have gone, the police should be contacted).
- When the police are contacted they will need specific information; it is useful to have a staff details sheet for all staff who may undertake peripatetic work. Such a sheet should include the following:
  - Persons name, address and phone number
  - Family contact and relationship
  - Height, weight, hair colour & style
  - Eye colour and any other distinguishing features;
  - Car make, model, registration and year
  - What were they wearing when last seen?
- As with members of staff working in isolation and/or alone, the in-house lone workers system operated by the Carephones team provides an effective and reliable solution for peripatetic workers.

### **Call out**

- Similar procedures to those used for peripatetic work should be followed with the following differences.
- If there is a family member or partner they should be informed of the place being visited, the reason for the visit and the expected return time. The family member should also have the contact telephone number for a manager or designated person.
- If the person does not return home by the expected time their partner/family member should contact the designated manager/person who will need to follow the steps outlined above.
- Where there is no partner or family member available there should be arrangements in place for the person called out to contact a designated manager or other designated officer to act in the place of the family member. The person on call out should contact the designated manager/officer when called out leaving details of where the visit is to be made, for what reason and the expected time that the call out will finish. The person called out should contact the designated manager/officer upon returning home from the call out. If the designated manager/officer does not receive notification at the expected time that the person has returned home, they should notify a senior manager.
- The in-house lone workers system operated by the Carephones team also provides an effective and reliable solution for call out.

## **Review Schedule**

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The Governing Body reviews this policy every three years. They may, however, review the policy earlier than this if the government, or the LA, introduces new regulations, or receives recommendations on how the policy might be improved.