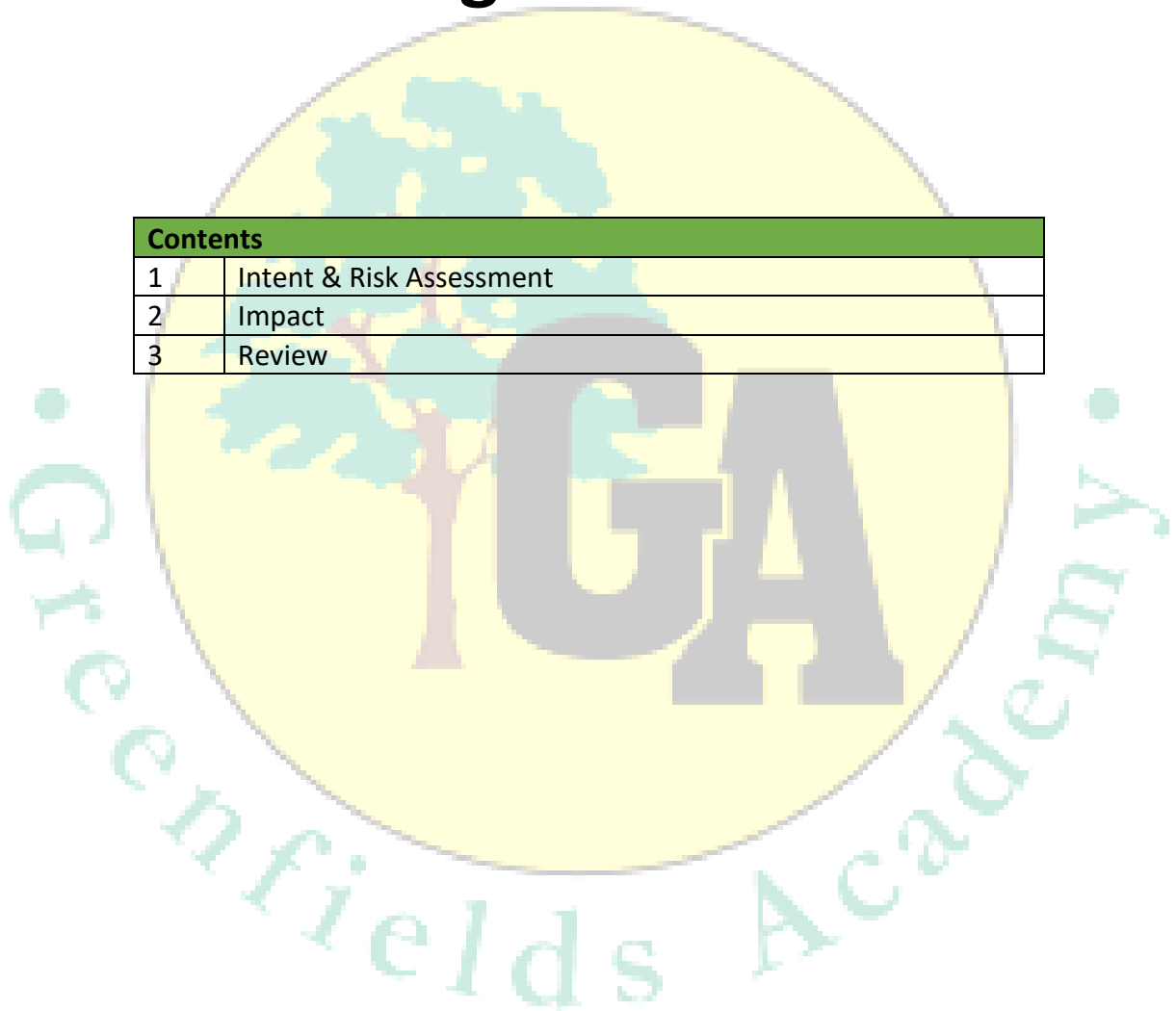


Leadership & Management

Lone Working & Risk Assessment

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1.0 Introduction & Risk Assessment

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours. CIT’s definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

Persons at Risk

- At Greenfields, people at risk may include:
- Anyone who comes into school alone during closure times and particularly the site manager.
- Staff working in remote areas, particularly after dark and outside normal working hours.
- Staff working alone with a pupil off site.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual.
- A potential for violence or threatening behaviour towards an individual for high value equipment within the premises.
- The use of machinery, electrical or other equipment or chemicals
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual
- Potential of fire
- Pupils absconding from supporting adult when off site.

This is not an exhaustive list; individuals will be expected to report all situations to the Head Teacher or Health and Safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness. This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

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Control Measures

In addition to the detail within this policy, all employees must comply with the CIT centralised 'lone working policy' which is available on request or on the CIT website.

All staff will:

- If on site on their own, staff must inform a keyholder. It is also advised to inform someone at home. Staff must repeat this process when they leave site
- If there is an alarm call out during night time, the Site Manager must inform the Headteacher/or Deputy that they are attending and update them with progress of the call out
- not undertake work for which they are not trained/qualified
- not confront persons or person if in a threatening situation
- not to work at height, the only exception is kick stools/elephants feet
- take reasonable care of their own health and safety, for example, use kick stools when working at height
- not do anything to put themselves in danger
- know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, where necessary, change activity
- inform the Head Teacher or Health and Safety representative of any relevant medical conditions
- Inform the Head Teacher or Health and Safety representative of any hazards or accidents encountered.
- All accidents should be reported on the Health and Safety Accident Report Form and submitted to the first aid coordinator.
- Before entering the premises inform the Site Manager that they are there and if the Site Manager is not available a member of the senior leadership team
- All staff members intending to work alone with a pupil off site must first request permission from the Head Teacher and then from parents and/or carers. It may be deemed appropriate given pupils' individual needs that lone working is not appropriate.

Greenfields will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard
- Send additional adults to home-visits or pupil sessions off-site, if determined by risk assessment
- Provide a work mobile phone to adults undertaking home-visits alone

All staff have access to the work mobile contact numbers for the keyholders - Headteacher, Deputy Headteacher and Site Manager.

All visits off site during the working day are to be recorded in the school calendar and staff should use the electronic sign in/out process. If this malfunctions, confirm this with the Senior Administrator or their line-manager.

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Emergency Services Information:

1. Dial 999 and be ready to give the following information:
2. Telephone number: 01476 247400
3. Address:
Greenfields Academy, Great North Road, Grantham. NG31 7UX
4. Give the exact location in the school
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school:
main entrance to school

Opening Times

During term time the school site is open as follows:

Monday-Friday – 07:30-18:00

During school holidays staff will be informed of the opening hours before the start of the holiday and informed of the designated contact to inform for lone working purposes. These must also be booked as an 'ASP' with Equans to provide site opening/closure and monitoring.

Equans staff should view their own company policies and are not working under the remit of this policy.

2.0 Impact

- Improve scope of provision for Pupils and their families, then subsequently raise outcomes
- Ensure highest standards of safe working for all stakeholders

3.0 Review

Where possible outside normal working hours, staff should arrange to be in school with others. This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Date Written: September 2025

Review Date: September 2027

END