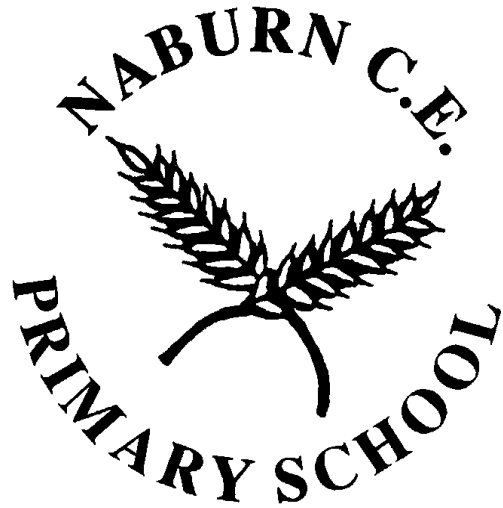


# Naburn CE Primary School



## Lone Working Policy

Date of Last Review: November 2018

Date of Next Review: November 2020

COVID19 Addendum added June 2020

Compassion

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COVID19 Addendum added June 2020

## LONE WORKING PROTOCOLS

The term lone worker applies to anyone who works by him or herself without close or direct supervision, and therefore applies to: -

- Those who work at a fixed workplace who due to the nature of their role work separately from other colleagues, e.g. reception area staff
- Staff who work outside normal office hours, e.g. security, caretaking, cleaning
- Mobile workers e.g. those who work away from their fixed base – Home School Support Worker
- One member of staff with a group of children or customers is a lone worker

Staff at Naburn CE Primary School are discouraged from working in school alone, however it is appreciated that in the interests of business continuity it is sometimes unavoidable. Whenever possible staff should notify the Headteacher if they will be working 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 Headteacher and/or Health and Safety Co-ordinator. Whenever possible it is recommended that staff work with a partner.

In an effort to minimise the risks to staff the following precautions should be taken and protocols followed:

- Staff are advised that when alone with a child (or children) in a classroom or other area a door should remain open;
- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. 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;
- Lone workers should have no medical conditions that make them unsuitable for working alone. Routine work and foreseeable emergencies, which may impose additional physical and mental burdens, should be considered;
- All employees when working alone, including making visits to other premises, should inform their manager and/or a colleague, partner or friend of the likely time they will finish or return; Employees should phone ahead their expected arrival time so that the alarm can be raised if necessary.
- All employees should have access to their personal mobile phone whilst working in school alone outside normal school hours or when making lone visits;
- All employees should give the name and number of the Headteacher (and/or another member of school staff with access to the school) to their family for them to use in an emergency.

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- Employees when leaving the premises, particularly after dark should take special care; employees may wish to carry a personal alarm system.
- When two or more people work late they should try to leave the building together.
- If teachers are interviewing parents in their classrooms after school they should ensure that another member of staff knows about this interview so any problems can be de-escalated if required. Teachers should be aware of the physical environment (eg. sitting closest to the door) in case of a parent becoming violent.
- Staff will not use the lift when in the building on their own.

The school will carry out and review regularly a risk assessment. It can be appreciated that it would be impossible to consider and document every eventuality on the risk assessment.

The employee bases their assessment of a situation on knowledge, experience, location, time of day, and changing factors e.g. body language, others present, and 'gut feeling'. If at any time the individual does not feel comfortable/competent with the situation they are advised to withdraw from the situation and contact a manager or colleague for advice/assistance.

A copy of this Lone Working Protocol is filed with a Lone Working Risk Assessment in the policy file.

Following any incident an investigation will be carried out and its findings used to inform changes to procedures and working practices. 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 Headteacher and/or Health and Safety Coordinator so that the necessary controls can be implemented to reduce the risk.

The Finance & Resources Committee will be responsible for the monitoring of this policy.

### **Addendum to this policy in response to COVID-19**

From Tuesday 2<sup>nd</sup> June, Naburn CE Primary School is operating under a 'Wider Opening of Schools' plan. This is in response to the Government's ambition to bring children in EYFS, Y1 and Y6 back to school following the pandemic and the resulting partial school closures. From Tuesday 2<sup>nd</sup> June, Naburn CE Primary will operate two classes. One for children of keyworkers, R and Y1 and one for Year 6 pupils.

Any references above to visitors on site, including parents, are not applicable under these new arrangements.

Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls

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are in place to allow the work to continue safely and with two members of staff present.

Lift not be used unless absolutely essential, and never when a staff member is alone in the building.

Staff to be aware of COVID restrictions in place even when in the building on their own e.g. handwashing on entering and before leaving, and at regular intervals too, no use of hand dryers or water fountain, wiping down equipment after use etc (see staff protocols handbook).

This addendum was added June 2020