

Maple Medical PRU **Lone Worker Policy**

General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the head teacher.

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours.

Legal Position

Our duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work Act 1974 (HSWA)** and the Management of Health and Safety at Work Regulations 1999. It requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees.

Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- **Risk of violence** - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public. Before any home tuition/ visits take place the Assistant Heads of Maple, will assess the risks beforehand and if necessary two people will do the visit.
- **Manual Handling** - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- **Work at height** - Working at height will not be undertaken when working alone.
- **Medical Conditions** - The medical fitness of workers working alone will be assessed.
- **Access and egress** - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

Risk assessments for lone working on and offsite are attached

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

Risk of violence:

- Staff are required to lock themselves in the buildings when lone working and have access to a phone and emergency contact.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Any home visits are risk assessed by the appropriate senior leader and if it is necessary, two people will visit
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give 24 hours notice to the head teacher before lone working, either after hours or through holiday periods. The school will be locked during these periods.

Communication:

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

For those working on our premises, first aid kits can be found in the Learning mentor's room, in the store room at between Beech and Ash, in the staff room in Mulberry, in the medical room, in the science lab and in the nursery. Offsite workers should carry first aid kits in their cars.

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the head teacher, the staff member's nominated person or the emergency services.

Access and egress:

Staff are required to consider weather conditions before coming into and while at work.

Unacceptable lone working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

Responsibility

It is the responsibility of the head teacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks deemed unacceptable for lone workers are not carried out by one person alone.

If the nature of the tasks changes in any way, a new risk assessment is carried out.

They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Workers Duties

All lone workers are expected to cooperate fully with instructions given by the head teacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence

Home tuition

For Home Tuition we also assess if anyone is under the influence of drugs or alcohol on the premises, If there are any animals present. And If the property is easy to access/exit.

There is a record held by the hospital school of times and days when home tutors are working. It is the home tutor's responsibility to inform the Assistant Head if tuition times/days change and/or the parent cancels.

If there is any evidence of violence/aggression the lone worker will withdraw immediately, report it to their Line Manager and a risk assessment will be carried out before home tuition recommences

Please see our separate Home Tuition policy

Reference

For further information please refer to DMBC Health and Safety Management System .

Please also see our staff safety checklist – Appendix A and our risk assessments – Appendix B

Date of Policy - March 2019

Date of Review - March 2021

Signed

Head teacher.....

Chair Management Committee.....

Appendix A

Staff Safety Checklist for Home Visits

Staff Name	
Student Name	
Address	

1.	Unpredictable behaviour or violence student Does the student have a known history of unpredictable behaviour or violence and aggression?	YES	NO
2.	Unpredictable behaviour or violence/aggression-others Has any member of staff felt threatened, intimidated or harassed by any member of the household?	YES	NO
3.	Is there anyone on the premises who appears to be under the influence of drugs or alcohol?	YES	NO
4.	Is there a known problem with any pets/animals in the house or property?	YES	NO
5.	Is it easy to exit the property?	YES	NO
	Is the property easy to locate? If not document directions on how to find the property;	YES	NO
	Is the property to be visited less than 5 minutes walk from where the car can be parked?	YES	NO
	Is the entry to the building well lit?	YES	NO
	Is the entry to the building visible from the road?	YES	NO
	Are external stairways and lifts in good condition?	YES	NO
	Are there any additional hazards relating to access to the building? Details:	YES	NO
	Are doors locked whilst staff are inside the property and therefore 'quick' exit routes barred?	YES	NO
6.	Electrical safety-is electrical equipment that staff may come into contact with in good condition (visual check for frayed leads, damaged plugs or sockets)	YES	NO
7.	Have any other risks been identified? Details:	YES	NO

Signed:
Date:

Position:
Print Name:

**Appendix B DONCASTER COUNCIL
RISK ASSESSMENT FORM (RA1)**

DATE: March 2019			DATE OF REVIEW: March 2021			PERSONS AT RISK					INITIAL RISK RATING		
DIRECTORATE: School			EMPLOYEE	YOUNG PERSON	CHILD	PUBLIC	OTHER SITE USER	LOW	MEDIUM	HIGH			
JOB OR SITUATION: Lone Working													
SITE OR LOCATION: On Site													
TASKS OR ACTIVITIES	HAZARDS IDENTIFIED	No.											
Lone working - working in school alone / in isolated locations	accident, injury, delayed assistance in emergency	1	√						√				
	Intruder	2	√					√					
Notes: Staff sometimes stay late to do work. The site manager is often on his own early in the morning or late in the evening.													

1 &2	<ul style="list-style-type: none"> • Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height) • Reduce time spent working alone so far as is reasonably practicable. • Means to summon assistance close to hand, mobile phone carried. • Notify staff on site of location / estimated duration of task if working on site remote from others. • Adequate security in place. • Access to site controlled e.g. through coded doors etc. • Use of electronic signing in system • Ensure all external doors / windows secured to prevent unauthorised access. • Do not allow access to unknown callers. • External lighting adequate • Key holders should be strictly controlled and numbers kept to a minimum. • Keypads on all entrances to Maple • Lone worker policy to be written and communicated 	<ul style="list-style-type: none"> • Notify manager/head teacher of start time and when finished. Communicate at staff meeting/ briefing 	KF/ MW		√		
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ASSESSED BY: _____

Kath Formby

APPROVED BY: _____

Management Committee

REVIEW DATE: _____

March 2021

DATE: March 2019			DATE OF REVIEW: March 2021			PERSONS AT RISK					INITIAL RISK RATING		
DIRECTORATE: Schools			EMPLOYEE	YOUNG PERSON	CHILD	PUBLIC	OTHER SITE USER	LOW	MEDIUM	HIGH			
JOB OR SITUATION: Lone Working													
SITE OR LOCATION Off-site													
TASKS OR ACTIVITIES	HAZARDS IDENTIFIED	No.											
Lone Working	Accident, injury, delayed assistance in emergency	1	√						√				
Physical assault / violence	Verbal abuse, Unpredictable behaviour	2	√						√				
Visiting/ tutoring a pupil who lives independently	Accusations against staff	3	√						√				
	Violence	4	√						√				
	Abuse of pupil	5		√	√			√					
Tutoring pupils at home	Abuse of pupil	6		√				√					
	Accusations of abuse	7	√					√					
	Violence	8	√					√					
Driving a pupil to an activity/ meeting	See 3,4&5 Driver not insured	9	√			√		√					
	Vehicle unsafe	10	√	√	√	√		√					
	Accident	11	√	√	√	√		√					
Notes: Off site activities include Home visits, and home tuition													

1	<ul style="list-style-type: none"> • Home tutors, teachers and TAs inform senior staff when visiting pupils at home • Mobile phones carried at all times <ul style="list-style-type: none"> • First aid kits in tutors cars • Mobile phones provided to tutors 						
2	<ul style="list-style-type: none"> • Background information on the family is gathered beforehand, carry out a specific risk assessment where necessary. • Mobile phone available, charged and switched on. • Agreed schedule –times and location of visits to be known. • Response procedure in event of overdue contact. • Procedures made known to staff in the event of unexpected aggression • Staff made aware of lone worker policy on induction 				√		
2	<ul style="list-style-type: none"> • Staff own experience and training in recognising signs of aggression and avoiding / de-escalating this. • Where higher risk identified visits not to be conducted alone • Regular supervision and arrangements for debrief / feedback from staff. 				√		
3&4	<ul style="list-style-type: none"> • Gather as much information on pupil before visit • Whenever possible ensure another person present • Limit amount of time for visit • Inform line manager of start and finish times of visit • Risk assessments done on individual pupils • If tuition is needed, risk assessments and discussion with line manager must take place and tuition kept to a minimum with work left where possible 				√		
5	<ul style="list-style-type: none"> • Up to date DBS done • Only same sex staff pupil visits when pupil lives alone (rare) 				√		

	<ul style="list-style-type: none"> • Visits to be kept to a minimum and only as one offs • All such visits to be discussed with line manager before hand 						
6	<ul style="list-style-type: none"> • Up to date DBS checks • Ensure parent/ carer is present • Ensure door where tuition is taking place is open 				√		
7	<ul style="list-style-type: none"> • Ensure parent/ carer is present • Ensure the door is open where tuition is taking place 				√		
8	<ul style="list-style-type: none"> • Risk assessments done before hand and discussions with line manager • Tutors will not be sent into potentially violent homes • Tutors must ensure they do not enter if they feel in any way under threat 				√		
9	<ul style="list-style-type: none"> • Any staff prepared to transport pupils must have business insurance • Documentation provided to the Head teacher • Minibus drivers to have licence • Staff sign form to declare business insurance 				√		
10	<ul style="list-style-type: none"> • Staff sign form to declare vehicle is roadworthy 				√		
11	<ul style="list-style-type: none"> • Staff must ensure pupils wear seatbelts at all times 				√		

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Kath Formby

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