

# Millthorpe School: Lone Working Policy

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Employers have responsibility for the health, safety and welfare at work of all of their employees. They are also responsible for the health and safety of those affected by work activities. A lone working risk assessment and method statement is available for all to view within school.

Employees have responsibilities to take reasonable care of themselves & other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

## **Staff whose jobs require lone working.**

The only members of staff who are currently required to carry out lone working on a regular basis are the members of the site team carrying out the early and late shifts.

For these members of staff, the school will complete and maintain a risk assessment which will assure their safety during lone working. This risk assessment must be updated annually or when any new hazard is noted.

To manage the risks associated with the lone working of employees, the following arrangement have been established:

- 1st county monitoring have been instructed to contact other members of the school site team if the security alarm hasn't been activated within a certain timescale (i.e. after the end of the late shift).
- A procedure is now in place for family members to ring other members of the school site staff if the lone worker is not home in the timescale expected at the end of a shift. Contingences are to be put in place if no one is at home or lone worker not going straight home.

Contact details for the site team are as follows:

Matthew Chapman-07415341428

Tony Bridge-07507682213

Andrew Henson-07745612011

If any new risks, personal health issues or dangers come to light these must be reported immediately.

## **Staff whose jobs do not require lone working.**

School will often be open for several hours after the close of lessons and therefore staff working after school may find themselves working alone.

The purpose of this policy is to ensure the safety of staff who may find themselves working alone at Millthorpe.

The site staff begin locking the buildings at 5.00 pm each evening in term time. When staff are working alone in school after 5.00 pm during term time, they must follow the guidelines for lone working:

- Inform the late duty member of site staff that you will be working alone after 5.00 pm, the area you will be working in and your estimated time of leaving.

(All Millthorpe staff have been notified of contact numbers for the site team.)

- Ensure that the activity you are undertaking after 5.00 pm will not put you at risk, for example using power tools, chemicals, working at height or using machinery.
- Let the late duty member of site staff know when you are about to leave the school building.
- Please note that you will always be able to leave by the Main Reception door.

### **When staff are working in school during holiday periods.**

- The Main Reception door **will be the only means of entry and exit** (apart from fire doors).
- You **must sign in** and state which area you will be working in.
- You must ensure that the activity you are undertaking will not put you at risk, for example using power tools, chemicals, working at height or using machinery.
- Know your fire exit route as the one that you normally use may be locked.
- If possible, ensure that you have a mobile telephone with you at all times (although staff will have been informed of the site team's telephone numbers, these contact numbers will also be displayed in the school entrance hall).
- If you open any windows or fire doors, please make sure that they are closed before you leave.
- Remember **to sign out** whenever you leave the school premises.
- If arrangements have been made for students to be with you, it is your responsibility to ensure you supervise them at all times and that they leave the school site at the end of the activity. **You must obtain the Site Manager's agreement in advance of making arrangements for students to be on site during holiday periods.**
- Assuming permission has been granted for students to be on site during holiday periods, they must sign in and out of school.

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