



Cambridge Park Academy Lone Working Policy

1. Purpose

- To describe the process for the management of lone working.
- Identification of the hazards and risks associated with lone working, assisting with identification of actions to eliminate or reduce the risks to as low a level as is reasonably practicable.

2. Scope

- The Health and Safety Executive defines lone workers as those who work by themselves or without direct supervision.
- The Procedure is applicable to all employees within the Academy.
- There is no legal prohibition on working alone, the broad duties of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 still apply requiring the identification of all the hazards and assessing the risks involved and putting control measures in place to avoid or control the risk.

3. Legislation

- The Health and Safety at Work Act etc. 1974
- The Management of Health and Safety at Work Regulations 1999

4. Responsibilities

Governors and Trustees are responsible for:

- Ensuring this Procedure is fully implemented
- Ensuring that adequate training, monitoring, audit and review processes have been implemented.

The Principal is responsible for:

- Ensuring the implementation of this procedure
- Ensuring that leaders and staff receive appropriate training to allow them to raise awareness of the issues and allow for successful implementation of this procedure.
- Supporting managers in the implementation of the procedure
- Ensuring that risk assessments are undertaken for any lone workers and are reviewed and amended as appropriate.
- Ensuring adequate control measures are identified, recorded and implemented, which includes sufficient monitoring and supervision.
- The provision of information to the lone worker on the risks they may face and the control measures required to eliminate or reduce the risks.
- The identification, provision and recording of appropriate training.
- Provision of control measures deemed reasonably practicable following the risk assessment.
- Consulting with Trade Union Safety Representatives on the content of this procedure and its implementation.
- Responding to issues raised by employees and/or their Trade Union representatives.

Employees (Lone Workers) are responsible for:

- Following the appropriate systems of work/procedures laid down for their personal safety.
- Making proper use of the equipment provided for their personal safety.
- Co-operating with their managers on health and safety matters.
- Informing their manager if they identify shortfalls within safety arrangements.
- Taking care to ensure that their activities do not put themselves or others at risk.
- Informing their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is complete. This includes occasions when a staff member expects to go home following a visit rather than returning to their base.
- Informing their line manager of any changes to their personal circumstances (e.g. medical condition) that could affect their health and safety or that of others in lone working situations.
- Follow school lone working procedures ensuring any incidents are logged (see flow chart)

External Health and Safety Consultant (EHSC) is responsible for:

- Providing competent advice and guidance on this procedure.
- Assisting managers to ensure compliance with this Procedure.
- Monitoring compliance with the roles and responsibilities set out in the Procedure.
- Measuring performance pro-actively by regular reviews of risk assessments, completion of internal audits.

Senior Leadership Team are responsible for:

- Arranging suitable training for the needs of persons as identified by their line managers.
- Ensuring that training delivers the information expected.
- Ensuring that competent trainers are utilised to deliver the training as required.
- Maintaining records of that training.

5. Procedure

- All lone working sites / situations will be identified by line managers / Principal.
- Line managers / Principals must ensure completion of a suitable and sufficient risk assessment itself should be recorded on the lone working risk assessment form (BPS 4.3.10.F1), demonstrating that all risks associated with lone working have been identified.
- The risk assessment must identify additional information relevant to the lone worker, including, but not limited to: emergency procedures, out of hours contacts, any medical factors relating to the individual and first aid provision, a first aid provision assessment must be carried out as detailed in BPS 4.4.9 First Aid Provision Procedure.
- Line managers / Principal must ensure that their employees are clearly briefed on the findings of assessments including, the control measures required to eliminate or reduce the risks to the lowest level so far as is reasonably practicable.
- Line managers / Principal will ensure their employees are competent to work alone in a safe manner via suitable control measures, training and awareness.
- Arrangements for keeping a log of staff working alone, a method for monitoring the log and a contingency plan for staff not returning at the time due or not complying with established reporting procedures when lone working should be tailored to the needs and nature of the team and individual.
- Line managers /Principal will store all assessments for the activities under their control, on file (hard or electronic) in order to make them readily available for training, audit and review purposes.
- Should an incident occur, line manager's / Principal are responsible for ensuring the incident is reported in line with BPS 4.5.1 Accident, Incident Reporting and Investigation Procedure and ensure support is offered to employees involved if required.
- Staff working from their own homes should take reasonable precautions to ensure that their address and telephone number remain confidential.
- If work from home means more than 2 days per week on a regular basis, then a home risk assessment is needed to ensure that home equipment and environment

are safe for the user, and any insurance cover required if academy equipment is in use will be in place.

6. Training

- Specific training for employees exposed to the risks associated with lone working will be provided at regular intervals as identified by their line management.
- Attendance will be mandatory and delivered within normal working hours, but where this is not possible, it will be treated as working hours and time paid at appropriate rate. Consideration will be given to the timing of training in respect of preceding or following shifts.
- All training, (bookings, attendance etc.) should be organised through the Senior Leadership Team

7. Measuring Performance

- Performance in the area of compliance with this procedure will be measured pro-actively by regular reviews of Risk Assessments and monitoring of work activities by Line Managers / Principals, and the External Health and Safety Consultant during inspections and programmed audits.

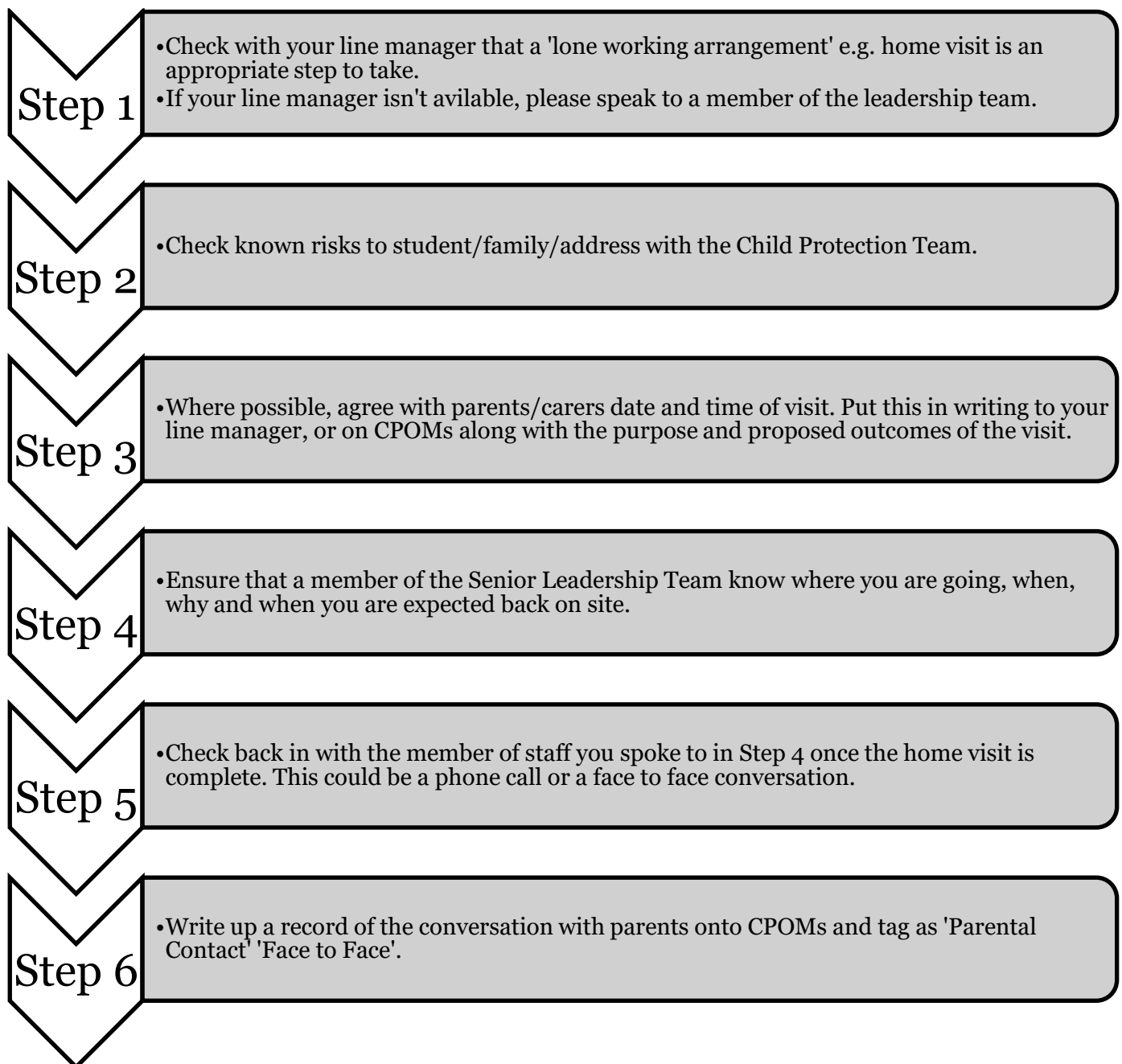
8. Monitor & Review

- Line Managers / Principal will monitor employee compliance to control measures detailed within risk assessments for reducing or eliminating previously identified hazards and risks.
- Line Managers / Principal will organise a review of assessments at an interval of once per term or when circumstances require a re-assessment, such as following any significant changes (e.g. introduction of new technology / equipment, following reports of accidents, incidents or work related ill-health, on changes to medical circumstances of the individual, following reports submitted by Trade Union Representatives).

9. Reference Documentation

- Violence at Work INDG69.
- Working Alone in Safety INDG73
- Keeping Children Safe in Education 2024.

Appendix – In school system for home visits



Lone Working Policy: Reviewed By:	Agreed by Governors	Next Review Date:
R. Taylor	November 2017	November 2018
M. Eames	November 2019	November 2021
S. Kernan	November 2022	November 2024
S. Kernan – Principal D. Gardiner – Assistant Principal S. Price – School Business Manager	October 2024	October 2026