

Eskdale School

Lone Working Policy

*A place of belonging, a place of inspiration*

**Eskdale School aims:**

To develop as a vibrant, dynamic community committed to the principles of “Every Child Matters” so that all of our students

* are safe and healthy
* enjoy and achieve
* make a positive contribution
* experience success so that they are equipped to make their way in the world of work**.**

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| Signed (Chair of Governors) | |

A “lone worker” is anyone who works on their own or alone with service users, either away from or in a remote part of the workplace or when the workplace is empty of most other employees. In these circumstances additional risks may be present.

There are three types of lone worker likely to use Eskdale School.

**Type 1**

Staff who work in school during the normal working day which may include hours outside normal opening hours of 7.30am to 6.00pm.

**Type 2**

People that might come back into school to work during holidays or at weekends.

**Type 3**

People who are working on their own around the building as part of contracted maintenance. Those people who attend call outs by the alarm company and/or the police.

**Procedures**

In order to reduce the severity/likelihood of risks to staff, a risk assessment must be completed before working alone and the following procedures must be adhered to.

**Type 1**

Daytime staff must ensure their supervisor or line manager knows where they are working outside the hours of 7.30am to 6.00pm.

Where possible the doors must be kept locked when staff are working before and after these hours.

Outside these hours staff should, if possible, carry a mobile phone to summon help if needed.

Ensure someone knows when you are due to finish and let your supervisor know when you are leaving the building.

**Type 2**

During holidays ALL staff must sign in and out as normal.

Working outside school hours and at weekends must be agreed with the Site Manager or the Caretaker.

Tell someone where you will be and when you are expected to return.

Carry a mobile phone and let them know your number.

No student is allowed on site unless properly supervised by a member of staff or person responsible for a group during an approved letting.

Students should remain in the area designated for that work or letting. They are not permitted to enter any room not specified for that letting or activity.

Failure to comply will mean the withdrawal of permission to use the building after hours.

**Type 3**

Do not attend any call out without a mobile phone.

If you are in any doubt DO NOT enter the building, call the police.

Do not put yourself in any danger.

Do not tackle any intruder yourself.

**Unacceptable Risk**

Tasks or activities which pose an unacceptable risk for lone working include:

* Working in confined spaces
* Working with dangerous chemicals
* Working at heights

**NB: If you have a health condition which could lead to increased risk (e.g. epilepsy or a severe respiratory condition), you must discuss this risk with your supervisor before undertaking any lone-working activity**