

**Lone Working Policy**

Published: July 2019

Last Reviewed: July 2023

Next Review Date: July 2024

**Introduction**

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work; and as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

**Persons at Risk**

At the Fellowship, people at risk may include anyone who comes into school alone during closure times and particularly the Site Management Team. Staff working in remote areas; particularly after dark and outside normal working hours.

**Hazards and Risks**

These may include, for example:

- A potential for violence or threatening behaviour towards an individual for high value equipment within the premises.
- The use of machinery, electrical or other equipment or chemicals
- Encountering intruders
- Medical condition of the individual
- Fire
- In the event of a medical emergency or incident, not being found

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**Control Measures**

All staff will:

- If on site on their own, staff must inform a keyholder. It is also advised to inform someone at home. Staff must repeat this process when they leave site
- If there is an alarm call out during night time requiring the Site Management Team they must inform the Headteacher/or Deputy that they are attending and update them with progress of the call out
- Not undertake work for which they are not trained/qualified
- Not do anything to put themselves in danger
- Know and follow relevant safe working procedures
- Never cut corners or rush work
- Always follow reasonable targets
- Stop for regular breaks
- Inform the SLT of any relevant medical conditions
- Inform the Site Manager/SLT of any hazards or accidents encountered
- All accidents must be reported using the school procedures

All staff have access to the work mobile contact numbers for the keyholders - Headteacher, Deputy Headteacher, Assistant Headteacher and Site Management Team.

Where possible; outside of normal working hours, staff should arrange to be in school with others. This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

**Emergency Services Information Ambergate Site.**

- Dial EMS and be ready to give the following information:
- Telephone number: **01476 564957**
- Address: **Ambergate Sports College Dysart Road, Grantham NG31 7LP**
- Give the exact location in the school, e.g. school hall
- Give your name
- Give a brief description of the situation
- Inform the emergency services of the best entrance to the area of the school

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**Emergency Services Information Sandon Site.**

- Dial EMS and be ready to give the following information:
- Telephone number: **01476 564994**
- Address: **Sandon School Sandon Close, Grantham NG31 9AX**
- Give the exact location in the school, e.g. school hall
- Give your name
- Give a brief description of the situation
- Inform the emergency services of the best entrance to the area of the school

**Opening Times**

During term time the schools are open as follows:

Monday-Friday

Ambergate – 07:15-18:00

Sandon – 07:00-18:15

During school holidays staff will be informed of the opening hours before the start of the holiday and informed of the designated contact to inform for lone working purposes.