



Bridge Academy Trust

**LONE WORKING AND
OUT OF HOURS WORKING**

November 2019

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SUMMARY OF CHANGES Feb 2019

1. 5.5 Inventory system changed to electronic signing in system or paper records.
2. 6.1 change from "lone alert" only to
 - Must use the "Lone Alert –Man Down" system or have in place an adequate alternative plan with a risk assessment.

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INTRODUCTION

- 1.1 The Trust are committed to ensure the safe working of its employees. The Trust recognises that some staff are required to work by themselves, without direct supervision, sometimes in isolated work areas or out of hours. There is no legal prohibition to working alone, however any hazards must be identified, risk assessments carried out and measures put into place to control any risks. The duty to both assess and control any risks from lone working is governed in the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Employees have responsibilities to take care of themselves and other people affected by their work.
- 1.2 All employees should consider whether it is really necessary for them to work alone and in remote areas of a school and should consider if arrangements can be made for others to work at the same time. As this is not always possible all staff are made aware of this policy and in line with Staff Code of Conduct staff are not permitted to work in isolated areas before 7am and past 6pm unless there is a calendared event.

DEFINITION

- 2.1 Lone workers are those employees who work by themselves without close or direct supervision and as such, come under the school's health and safety at work policy. The following situations are covered by this policy:
 - Member of the Premises Team last to leave the building/locking up.
 - Employees working outside of normal working/school hours.
 - People attending out of hours meetings/functions.
 - Contractors.
- 2.2 Out of Hours working with students is when staff ask students to attend site during school holiday periods, weekends or non-pupil days.
- 2.3 Staff who are working outside of normal working hours, directly with another member of staff, are **NOT** considered to be lone working but must agree to leave together.

ROLES & RESPONSIBILITIES

TRUST

- 3.1 It is the responsibility of the Trust to ensure that all employees can work safely and reduce the risk caused by working alone as much as possible.

LINE MANAGERS

- 3.2 It is the responsibility of line managers to organise their teams, workload and encourage safe working practice. Staff should be encouraged to work at home or in communal areas or buddy up with other staff in the building when working remotely. It is the responsibility of Line Managers to ensure staff are aware of the policy

INDIVIDUALS

- 3.3 It is the responsibility of the individual to keep themselves safe and not to put themselves at any increased risk. When a shift pattern or particular need arises to work alone then they must ensure they follow the procedures detailed below to assist the school in reducing any potential risks. They must always consider if they can reduce the risk themselves and consider where they are working and who knows where they are and when they leave.
- 3.4 It is the responsibility of individuals to ensure all necessary checks have been made and sessions have been approved before inviting students onto site during “out of hours” periods- see 2.2 for definition.

PROCEDURES-LONE WORKERS

- 4.1 Lone workers must not knowingly put themselves at risk and should follow these procedures:
- 4.2 Ensure that someone (colleague or friend/family) is aware that you are working alone and that you keep in regular contact and/or have given an expected time of departure/return.
- 4.3 Ensure that external doors are kept closed and locked, where possible.
- 4.4 Have a mobile phone to hand or access to the phone in the office.
- 4.5 When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders.
- 4.6 If leaving the building at night after a function / meeting try to leave with others.
- 4.7 Do not confront intruders or unauthorised users unless you are sure it is safe to do so.
- 4.8 Notify the Premises Manager or police if there is any sign of intrusion or if you are concerned about unauthorised users.
- 4.9 Staff should NEVER work alone with a child or vulnerable adult.
- 4.10 In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone. E.g. epilepsy, heart problems etc.
- 4.11 All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures e.g. Fire.

PROCEDURES –OUT OF HOURS

- 5.1 Staff must always have authorisation from a senior member of staff before arranging to invite students onto site during out of hour’s sessions.
- 5.2 Staff must ensure that they have adequate First Aid cover in school and that they have made arrangements to be able to contact the first aider.
- 5.3 Staff must take a register of all students attending their sessions and ensure that they leave the site at the end of the session.

- 5.4 Staff must consider and make provision for supervision around the site during any planned breaks and access to toilets.
- 5.5 Staff must log in and out using either electronic signing in system or paper records.

PREMISES STAFF

- 6.1 Premises staff who are scheduled to work alone to supervise lettings and lock up buildings must use the “Lone Alert – Man Down” system (or have in place an alternative risk assessed plan). The ‘Lone Alert – Man Down system’ is provided by a third party, instructed by Bridge Academy Trust, to ensure that staff working alone are monitored to ensure their individual well-being. The system is designed to detect inactivity meaning that staff (1) wear the device correctly and (2) log into the system at regular intervals.
- 6.2 The school management must ensure that the contact list provided to the “Lone Alert” system is accurate, up to date and that individuals named are aware of their responsibilities if they were to be contacted.
- 6.3 The premises staff should ensure that as much of the building is locked and alarmed as possible and they are aware of who is remaining in the building and where. If staff remain in the building, for the safety of both individuals they should agree on notifying each other of when they leave and make regular contact.

WORKING ALONE OFF SITE

- 7.1 For offsite meetings/home visits employees should notify their line manager and reception of their whereabouts when they leave site and time of return.
- 7.2 If an employee is working outside normal school hours then the line manager should be aware of all school business being conducted. The employee should notify the line manager both before and after any visit and ensure they notify them of their safe return.
- 7.3 The employee should make themselves fully informed before a visit of contact arrangements. The employee should be contactable by mobile telephone and explain to any third parties that the mobile is switched on.
- 7.4 Where there is perceived to be any risk to the employee’s well-being, home visits should not be made alone. If the employee does not feel comfortable they should not proceed with the visit.
- 7.5 It is the responsibility of the employee to ensure that all reasonable steps are taken to preserve their own health and safety.
- 7.6 It is the responsibility of the employer to ensure that all reasonable steps are taken to look after the health and safety of employees.
- 7.7 If working from home has been agreed then there is an expectation that contact is made throughout the day with the line manager, of which one must be at the end of the working day.