



## LONE WORKING POLICY

This policy has been approved and adopted by the Christus Catholic Trust across all their academies and it will apply to all staff within the Trust.

This Policy will take effect from:	Immediate
It was ratified by the Trust Board on:	September 2021
Monitored and reviewed by:	September 2022

***The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.***

## 1. IMPACT ASSESSMENT

This policy has been reviewed in accordance with the Equality Act 2010 (“the Act”) which encompasses all the previous legislation on equalities. The Trust will uphold its obligations under law not to discriminate in any of its activities against employees or applicants for employment on the grounds of their sex, sexual orientation, marriage and civil partnership, disability, race (which includes colour, nationality and ethnic or national origins) age, religion or belief. The protected characteristics within the Equality Act 2010 are race, disability, age, gender reassignment, sex and sexual orientation, religion or belief, marriage and civil partnership, pregnancy and maternity.

The Trust will ensure that the principles embodied in the Act are adhered to and followed in the content and application of this lone working policy. Further details of the Trust’s commitment to equalities can be found in the Trust’s Equality and Diversity policy.

## 2. INTRODUCTION

It is recognised that at times it will be necessary for staff and others to undertake lone working. For the purpose of this policy, lone working will be regarded as being, *‘any activity where the person involved has neither visual nor audible means of communication’* and will apply where such activities are carried out within the academies’ premises.

With the exception of certain specific regulations, for example, use of ladders and the ‘Electricity at Work Regulation’, (working on live electrical conductors), there is no overall legal prohibition on lone working. It is however, a legal requirement to ensure that any risks involved with lone working are controlled to acceptable levels. Lone working differs from situations where people work unaccompanied, with a means of communication available, however in certain situations where individuals work unaccompanied, it may be necessary to adopt a similar approach to lone working in order to control the risks to the accompanied worker. Examples of factors that may need to be taken into account are given below.

It will be necessary therefore, to undertake an assessment of the risks involved before authorising any lone working and certain unaccompanied working activities.

The Headteacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone or unaccompanied working, within their area of responsibility and that any remedial action identified is implemented. Such procedures must also ensure that all necessary personnel are fully aware of any precautions or specific methods of work to be followed, including action to be taken in the event of an emergency. The Headteacher will liaise with the Trust HR department for any needed advice.

Lone working must only be carried out following authorisation of the Headteacher. Where appropriate an 'approved list' of lone working activities will be drawn up outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed.

Provided such requirements can be met, lone working may be deemed to have been authorised and it is the responsibility of the individuals concerned to ensure all necessary precautions or work methods are adhered to at all times.

Any person who becomes aware of circumstances involving lone working, where existing control measures may not be fully effective, must inform the Headteacher or the Christus Catholic Trust HR department as soon as possible.

### Working Late

In most cases, the site manager, caretaker or assistant caretaker in their absence, will lock the academy every evening. Staff are expected to leave the building approximately 30 minutes before the academy is locked and alarms set. The person responsible for locking up will provide every member of staff with a face to face reminder prior to them leaving the site.

### School Holidays

Each academy will notify their Senior Leadership Team / Central Staff with any dates and times when their academy will be open during the holidays. Staff are welcome to come into the premises during these times in order to carry out their work.

### Use of Ladders

When working at height staff must use only the ladders that we provide. These must be used as designed and not in an alternative way. Staff are not permitted to work at height if they are the only person in the building. In cases where more than one member of staff is in the building and someone intends to use a ladder they should inform a colleague who can periodically check on their progress.

### Working with Electricity

Whilst staff are permitted to use electrical devices e.g. computers whilst working alone, they are not permitted to make any adjustments e.g. changing a plug or investigating a fault. Only qualified electricians must explore any concerns.

### Lone working proposal

If any member of staff wishes to work alone, they must complete a Lone Working Proposal form (Appendix A) in advance. The proposal must be signed by the Headteacher in order to give consent for the work to be carried out. ***Any member of staff who has been given permission to work alone must carry their mobile phone with them at all times, keeping both the ring tone and vibrate functions on.***

Examples of factors that will be taken into account when authorising lone or unaccompanied working include:

- The nature of the tasks involved
- The nature of any substances involved
- The nature of any tools or equipment involved
- Means available for raising an alarm in the event of an emergency
- Any known medical conditions of persons involved
- The level of knowledge, qualifications and experience of any persons involved
- The vicinity involved
- The time of day involved
- The means available for periodically checking the well-being of any persons involved
- The ability of persons involved to ensure that someone knows that they are in the premises and when they have left the building.

### **Monitor and Review**

All staff are responsible for monitoring the ongoing sustainability and validity of this policy and drawing attention to any circumstances that arise which may not be covered by this policy.

The Health and Safety governor in each of the academies, together with the Local Governing Committee is responsible for auditing this policy at intervals not exceeding three years and report findings to a Trust representative.

### **Associated Policies/Procedures**

Equality and Diversity

## Appendix A

### Lone Working Proposal Form

Name of member of staff requesting to work alone and Name of the Academy:

\_\_\_\_\_

Time and date of lone working request: \_\_\_\_\_

Vicinity/Area work intended: \_\_\_\_\_

Purpose of work: \_\_\_\_\_

<b>Risk</b>	<b>Measures in place to reduce risk</b>
The nature of any substances involved	
The nature of any tools or equipment involved	
Any known medical conditions of persons involved	
The means available for periodically checking the well-being of any persons involved	
The ability of persons involved to ensure that someone knows that they are in the premises and when they have left the building.	
The level of knowledge, qualifications and experience of any persons involved	
Means available for raising an alarm in the event of an emergency	

**(Delete below as appropriate)**

**a) having reviewed this proposal, I do not give my permission for this work to be undertaken.**

**In order for permission to be granted the following measures need to be in place:**

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**b) having reviewed this proposal, I give my permission for this work to be undertaken.**

Signed: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_