

Rigby Hall School  
Lone Working Policy

**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 of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him 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.

The Local Authority’s definition of a lone worker is:

*“Lone Workers are those who work by themselves without close or direct supervision”.*

**Persons at Risk**

At Rigby Hall School, people at risk may include anyone who comes into school alone during closure times and particularly the site manager.

**Hazards**

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or School Business Manager which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

## **Control Measures**

All staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety, for example, use kick stools when working at height
- not do anything to put themselves in danger
- know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the Headteacher or School Business Manager of any relevant medical conditions
- inform the Headteacher or School Business Manager of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.

## **Rigby Hall School will:**

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, staff should arrange to be in school with others. Key holders are also advised to inform the Head or School Business Manager. Staff should only be in school during holidays on days that have been published as days when staff can access the school. Anyone wishing to come on site at any other time must ask permission from the Head or School Business manager (unless they are key holders). It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Site Manager's mobile phone number.

## **Emergency Services Information**

1. Dial 999 and be ready to give the following information:
2. Telephone number: 01527 875475
3. Address: Rigby Hall School  
Rigby Lane  
Bromsgrove  
B60 2EP
4. Give the exact location in the school
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

