



**Cabot**  
Learning  
Federation



## Lone Working Policy

---

Version 1.0    June 2017  
Review Date    July 2021



## Contents

History of most recent Policy changes .....	2
Contents .....	3
1 Introductory Statement.....	4
2 Guidance & Procedures	4/5
3 Monitoring, Evaluation & Review.....	5

## 1. Introduction

The principal aim of this policy is to ensure that any lone working carried out by employees for the purpose of Academy business is performed in a controlled and coordinated manner therefore minimising any health and safety risks to members of staff.

Legal Requirements/Regulation

Under the Health and Safety at Work etc. Act 1974, the Academy as an employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. There is also contained in the legislation a general duty of care to protect students and members of the public. These requirements are applicable to all work situations, including where staff are working alone or outside normal working hours.

Aims/Purpose

This policy outlines some of the potential hazards associated with lone working, defines roles and responsibilities and describes the practical steps that can be taken to minimise any risks and to comply with legislation.

## 2. Guidance and Procedures

### Definition of Lone Working

A lone worker for the purposes of this document is defined as someone who works on their own with no close or direct supervision.

Lone working is not where individuals experience transient situations in which they find themselves alone, but where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision.

In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.

### Responsibilities

The Principal is responsible for ensuring that arrangements are in place to eliminate the risk from lone working where possible and effectively manage lone working in their areas of responsibility and that these arrangements are communicated to all staff.

The Principal meets their responsibility by delegating to line managers who have the responsibility to ensure that:

All lone working activities are formally identified and appropriate risk assessments are undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable.

Arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is explicit.

The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.

Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake the work alone.

Adequate supervision is in place. The extent of the supervision is a management decision, which should be established through the risk assessment process. It should not be left to individual members of staff or students to decide if they require assistance/supervision. Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

All employees have a responsibility to take care of their own safety and to co-operate with Academy procedures. Employees should not knowingly place themselves in situations which expose them to additional risk by working alone. If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should ensure that their line manager is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to either prevent the lone worker situation from arising, or, if this is not possible, assist in developing the precautions necessary to ensure their own safety.

Lone workers have a responsibility to inform their line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

#### Lone Working on the Premises

A general risk assessment must be maintained for the Academy for lone working and must be regularly reviewed to ensure up to date.

Specific risk assessments may also need to be prepared by the relevant employee's line manager on an ad-hoc basis. The employee must cooperate with this process.

Practical solutions for lone working could be as follows:

If you are the last person in your area of the building to leave, let the site staff know.

Make sure you have immediate access to a telephone.

Do not conduct higher risk activities such as working at height when you are lone working.

In holiday periods, sign in and out of the building.

#### Home Visits

A general risk assessment for home visits must be maintained and reviewed regularly. All employees who partake in home visits have reviewed the risk assessment.

If you feel uncomfortable with a home visit, please speak to your line manager immediately.

Always sign in and out of the building giving details of the address you are attending in case of an emergency.

Always take a mobile phone with you on home visits.

If you have any doubts at the door-step, do not go inside.

#### Travelling with Students Alone

In rare circumstances it may be necessary for employees to travel alone with only students in their vehicle. The Academy must maintain and review a risk assessment for such circumstances.

In these occasions it is essential that the employee has a valid DBS certificate and the student must travel in the back seat of the car, not in the front. The employee must have valid Business Insurance on their vehicle and have specified to the insurer that they will be transporting children. A mobile phone must be kept on at all times. Make sure all people in the vehicle are wearing a seat belt.

### **3. Monitoring, Evaluation and Review**

The Academy Council will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.