



The Southfield Trust

Staff Lone Working Policy

This policy should be read in conjunction with the East Sussex Corporate Policy on Lone Working.

Definition

Lone working can be defined as circumstances or situations where individual members of staff work with little or no direct contact with colleagues. Lone working refers to situations where staff, in the course of their duties, work alone in the community, in other people's homes, buildings etc., or in a County Council establishment.

Responsibilities of the Executive Head Teacher

- To identify those staff, or groups of staff, who could be at risk due to lone working;
- To raise awareness of this policy and its aims with these staff;
- To review lone working practices and procedures in consultation with the employees affected, with the aim of identifying specific control measures and safe systems of work.
- To ensure that, where relevant, risk assessments are undertaken in accordance with the Corporate Risk Assessment policy.
- To ensure all health and safety incidents and near misses, due to lone working, are recorded using the Council's incident reporting procedures and where necessary investigated.
- To review the arrangements above with the Governors and Trustees as necessary.

Responsibilities of all staff

- To comply with the requirements of this policy and work within any framework that has been devised to reduce the risks in relation to lone working in their particular team/working environment.
- To attend any training identified as necessary to ensure they acquire the skills needed to help them manage the risks from lone working.
- To ensure all health and safety incidents, and near misses, are reported to their manager and the Council's reporting procedures followed.

Lone Working Risk Assessments

Situations which may result in a lone working employee being subject to harm require a risk assessment to be undertaken in conjunction with the Council's Risk Assessment policy.

All possible hazards and the staff potentially affected must be identified and the necessary control measures determined.

Possible Hazards

- Work activity e.g. giving someone bad news
- Unpredictable behaviour of service user, public etc. e.g. angry, frightened, under the influence of alcohol or drugs
- Location/ design of premises e.g. high rise block, remote area, walkways/alley ways
- Suspicious persons in the vicinity
- Animals
- Being perceived as carrying valuables, equipment etc.
- Vehicle breakdown or accident
- Unexpected illness

Measures To Consider While Working Away From School Base

- Is a visit necessary? Can the issue be dealt with by phone, letter or electronically?
- Could you meet with service user, member of public etc. on County Council premises?
- Could you be accompanied by another person e.g. colleague, police?
- Have you left details in the school office or with a senior member of staff with the full details of person to be visited e.g. venue, time, contact number, length of intended time away from base etc.?
- If needed, could you raise the alarm or summon help e.g. access to mobile phone, personal attack alarm?
- Is the vehicle you are using maintained in good working order with AA/RAC membership and Sat Nav or maps?

Measures To Consider While Working Alone at School Base

- A senior manager should always know where and when lone working will take place.
- Staff should never enter a building alone if there is any indication of a security breach.
- There should be easy access to a telephone and first aid equipment at all times.
- When working alone after dark, consider drawing the blinds so that people outside cannot see in. Keep doors and windows locked if possible.
- Don't allow unexpected visitors into the building when you are the only person there.
- Ensure cash or valuables are kept out of sight. Always give up cash or valuables if threatened and never try to stop a thief on your own.