

Lone Working Policy

The Trustees of Cotswold Beacon Academy Trust (CBAT) acknowledge that their schools have a responsibility to effectively manage the risks associated with individual members of staff working on their own so that lone working can be carried out safely with appropriate contingency for emergencies. Assessments carried out for lone working are in addition to any existing general health and safety risk assessments. Any questions regarding the operation of this policy should be addressed to the Headteacher.

Definition of Lone Worker

The Health and Safety Executive (HSE) defines lone workers as those “who work by themselves without close or direct supervision”. They may include:

- People working separately from others in a building
- People who work outside “normal” hours
- People who work away from their fixed base without colleagues, e.g. visiting students off site.

The definition can cover employees in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities as well as frequent and occasional lone workers.

Responsibilities

- All employees are responsible for their own safety and should make their Line Manager aware if they will be working alone either frequently or occasionally
- Line Managers should consider whether a risk assessment is appropriate in each employee’s situation, (see below)
- The Operations Lead (Operations Manager/Business Manager) will retain records of these risk assessments, ensure they are regularly updated and ensure that all relevant staff are aware of the lone working
- The Operations Lead (Operations Manager/Business Manager) will keep an overview of the risk assessments and liaise with the Governor representative for Health & Safety
- The Headteacher has delegated responsibility for the day-to-day operation of Health & Safety at the school
- The School Development Board, through the Trustees, remains responsible overall for Health & Safety at the school.

A Risk Assessment (attached) should be completed if:

- The workplace presents any special risk to a lone worker
- The work is outside normal school building open hours
- Any equipment, substances and goods used should only be used under supervision or by more than one person
- Any manual handling is involved that may not be safe for a single person
- There is a risk of violence or the threat of violence
- The nature of a visit or the person being visited is likely to increase the risk
- The employee will be alone in a dark or remote location.

If any of the above apply please see the Operations Lead (Operations Manager/Business Manager).

Conclusion

Establishing safe working for lone workers is no different from organising the safety of other employees, but the risk assessment must take account of any extra risk factors. Managers must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All employees, including lone workers, are responsible for following safe systems of work and all employees can take simple steps to reduce the risks associated with their normal working life.

REFERENCE NUMBER:	ISSUE NUMBER:										
PREPARED BY:	DATE:										
ACTIVITY = (Description and Identification no., if available)	LOCATION:										
HAZARDS IDENTIFIED											
<i>See guidelines overleaf</i> FREQUENCY RATING = SEVERITY RATING = (Use description and rating no.)											
RISK ASSESSMENT RATING: (Frequency x Severity)											
WHO MIGHT BE HARMED?											
RECOMMENDATIONS TO REDUCE RISK:											
Staff Notified of Risk Assessment <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											
Method of Communication:											
Date:	Name:										
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RECOMMENDATIONS IMPLEMENTED: (Date and authorise)											
1											
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5											
6											
7											
Date:	Name:										
Signed:											

Guidelines - Likelihood x Severity Rating

Severity ↑	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood →				

Likelihood:

- 1) Very unlikely
- 2) Unlikely
- 3) Fairly likely
- 4) Likely
- 5) Very likely.

Severity:

- 1) Insignificant – no injury
- 2) Minor – minor injuries needing first aid
- 3) Moderate – up to 3 days’ absence
- 4) Major – more than 3 days’ absence
- 5) Catastrophic – death.

17-25	Unacceptable – Stop activity and make immediate improvements
10-16	Tolerable – Look to improve within specified timescale with recommendations on Risk Assessment
5-9	Adequate – Look to improve at next review with recommendations on Risk Assessment
1-4	Acceptable – No further action, but ensure controls are maintained

If you have any queries on completion of this risk assessment, please see the CBAT Chief Finance and Operations Officer.