

Lone Working Policy

The health and safety of employees whilst at work is a matter of the utmost importance. It is the duty and responsibility of each employee to familiarise him/herself with, and to comply with, the Employer's health and safety policies and procedures. [These are available for inspection from your manager or the Human Resources department.] Under the Health and Safety at Work etc Act 1974, you are responsible for taking care of yourself and other persons who may be affected by your acts or omissions at work.

The Company will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Company will take all reasonable steps to ensure the health and safety of employees working alone.

The Company will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.

Each School Head will ensure that:

- lone working is avoided as far as is reasonably practicable;
- emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- a risk assessment is completed by a person competent to do so prior to employees working alone;
- any employee working alone is capable of undertaking the work alone;
- arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone;
- training records are kept.

The person conducting the lone working assessment will:

- give consideration to the greater risks to expectant mothers and young persons;
- involve the employee who is working alone in the assessment process and the development of safe working methods;
- advise the employee undertaking the lone working of the findings of the assessment;
- maintain a file of all lone working assessments.

Employees working alone will:

- follow the safe working arrangements developed by the Company for lone working;
- take reasonable steps to ensure their own safety;
- inform their line manager/assessor of any incidents or safety concerns.