I have come that they may have life and have it to the full (John10:10)

LONE WORKER POLICY

This policy is taken from the OLHOC Trust Handbook of Statutory policies and should be read in conjunction with the other policies within the document.

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LONE WORKER POLICY

1.   Role of the Local Governing Body

1.1.   The Local Governing Body has:

1.1.1.   appointed a member of staff to be responsible for Health and Safety and to undertake risk assessments on lone working;

1.1.2.   delegated powers and responsibilities to the CEO / Principal / Head Teacher to ensure all Trust personnel and stakeholders are aware of and comply with this policy;

1.1.3.   responsibility for ensuring that the Trust complies with all equality legislation;

1.1.4.   responsibility for ensuring funding is in place to support this policy;

1.1.5.   responsibility for ensuring this policy and all policies are maintained and updated regularly;

1.1.6.   responsibility for ensuring all policies are made available to parents;

1.1.7.   nominated a link governor to visit the local academy regularly, to liaise with the Head Teacher and the coordinator and to report back to the Local Governing Body;

1.1.8.   responsibility for the effective implementation, monitoring and evaluation of this policy

2.   Role of the CEO / Principal / Head Teacher

2.1.   The CEO / Principal / Head Teacher will:

2.1.1.   ensure all Trust personnel are aware of and comply with this policy;

2.1.2.   set clear safe system procedures for all Trust personnel when working alone;

2.1.3.   encourage Trust personnel not to work alone but with a colleague(s);

2.1.4.   work closely with the link governor and coordinator;

2.1.5.   provide leadership and vision in respect of equality;

2.1.6.   provide guidance, support and training to all staff;

2.1.7.   monitor the effectiveness of this policy;

2.1.8.   annually report to the Local Governing Body on the success and development of this policy

3.   Role of the Health and Safety Coordinator

3.1.   The coordinator will:

3.1.1.   lead the development of this policy throughout the Trust;

3.1.2.   work closely with the CEO / Principal / Head Teacher and the nominated local governor;

3.1.3.   provide guidance and support to all staff;

3.1.4.   provide training for all staff on induction and when the need arises;

3.1.5.   keep up to date with new developments and resources;

3.1.6.   review and monitor;

3.1.7.   report to the GB on the success and development of this policy

3.2.   When carrying out risk assessments the coordinator will consider the following:

3.2.1.   the location of the workplace

3.2.2.   lines of communication

3.2.3.   the possibility of violence or aggression from others

3.2.4.   the risks of the work being done (such as working at height, chemicals, equipment, access and egress)

3.2.5.   the health and fitness of the lone worker/s

3.2.6.   the need for training and instruction

3.2.7.   supervision of the lone worker/s

3.2.8.   dealing with unexpected illness, accidents, or emergencies

3.3.   The following control measures must be considered:

3.3.1.   instruction, training and supervision

3.3.2.   communication

3.3.3.   security

3.3.4.   accident prevention

3.3.5.   first aid

3.3.6.   access to buildings

3.3.7.   personal assault

3.3.8.   medical fitness

4.   Role of Trust Personnel

4.1.   Trust personnel will:

4.1.1.   comply with all the afore mentioned aspects of this policy;

4.1.2.   carry out their duties in accordance with the Safety Policy;

4.1.3.   take reasonable care of themselves and others whilst at work;

4.1.4.   recognise the hazards and risks involved by working alone by:

4.1.4.1.   attending training and information sessions;

4.1.4.2.   following the safe working procedures such as first aid, communication procedures and emergency procedures;

4.1.4.3.   complying with the safe working procedures;

4.1.4.4.   reporting any concern they have;

4.1.4.5.   implement the Trust's Equal Opportunities Policy;

4.1.4.6.   report and deal with all incidents of discrimination;

4.1.4.7.   attend appropriate training sessions on equality;

4.1.4.8.   report any concerns they have on any aspect of the community

5.   Safe System Procedures

5.1.   All Trust personnel are asked to follow the safe system for lone workers:

5.1.1.   To inform the Head Teacher via text if they will be working alone and when they leave the Trust or academy premises.

5.1.2.   To inform someone close to them where they are and when they will be home.

5.1.3.   To avoid situations that put themselves at risk.

5.1.4.   To avoid meeting anyone alone if there is a possibility of aggression or violence.

5.1.5.   To have the Trust mobile phone or personal mobile with them.

5.1.6.   To have a list of contact telephone numbers in case of an emergency.

5.1.7.   To ensure the main door is locked.

5.1.8.   To have a torch with them in a case of a power cut if appropriate.

5.1.9. To park in a well-lit area close to the main door.

5.1.10. To know where they can access a first aid kit within the Trust building.

5.1.11. To be trained in first aid.

5.1.12. To ensure that the work they are doing does not involve working at height and lifting heavy goods.

5.1.13. In the event of a request from the member of the public to use the defibrillator away from the Trust or academy buildings or grounds, that two members of staff go offsite together where at all possible.

6. Role of the Nominated Local Governor

6.1. The Nominated Local Governor will:

6.1.1. work closely with the CEO / Principal / Head Teacher and the coordinator in the management of this policy;

6.1.2. attend appropriate training related to this policy;

6.1.3. ensure this policy and other linked policies are up to date;

6.1.4. ensure that everyone connected with the Trust is aware of this policy;

6.1.5. report to the Local Governing Body every term;

6.1.6. report to the Local Governing Body on the success and development of this policy

7. Raising Awareness of this Policy

7.1. We will raise awareness of this policy via:

7.1.1. the Staff Handbook

7.1.2. meetings with Trust personnel

8. Training

8.1. All Trust personnel:

8.1.1. have equal chances of training, career development and promotion

8.1.2. receive training related to this policy on induction which specifically covers:

8.1.2.1. Health & Safety

8.1.2.2. Risk Assessment

8.1.2.3. Safety Procedures

8.1.2.4. Trust Security

8.1.2.5.   Personal Security

8.1.2.6.   Medical & First Aid

8.1.2.7.   Accidents and Emergencies

8.1.2.8.   Working at Height

8.1.2.9.   Fire Safety

8.1.2.10.   Intruders

8.1.2.11.   receive periodic training so that they are kept up to date with new information

8.1.2.12.   receive equal opportunities training on induction