

GLC LONE WORKER POLICY

This Policy will be reviewed on :	Summer 2022
This Policy will be reviewed by :	Autumn 2025

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

GLC Lone Worker Policy

Introduction

Sometimes it is necessary for staff to work alone. This policy provides guidance for these situations. A lone worker is a person who is working at a time or place when no other work colleagues are present. This could be inside or outside of a GLC academy. Lone working is not unique to any particular groups of staff, working environment or time of day.

Legal Position

The GLC as an employer has duty to both assess and control any risks from lone working. The duty is governed by the Health and Safety at Work Act which requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. Similar duties are owed to other workers, such as agency temps. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations.

Aim

It is essential that all GLC staff feel safe and secure, so that they can perform their duties free from fear and in the full knowledge that there are strong management procedures in place to ensure that effective action can be taken, should they find themselves in a threatening environment and need help. However, staff also have a responsibility for maintaining their own personal safety and that of others.

The Scope of the Lone Worker Policy

This policy is targeted at all GLC staff who regularly work alone and those staff who on occasions are alone in spaces such as classrooms, offices or reception areas.

The purpose of the Lone Worker Policy

- The purpose of this policy is to ensure that all staff are aware of their responsibilities and take suitable precautions in relation to lone working;
- It should be read in conjunction with the GLC's Health and Safety Policy Statement which sets out the framework of responsibility and for risk assessment.

Responsibilities

Managers – Managers are responsible for ensuring that lone workers for whom they are responsible are not placed at increased risk. Where staff undertake lone working, managers must ensure that structures and procedures are in place and adhered to in order to demonstrate as far as is reasonably practicable, that staff are safe if something untoward occurs.

Employees – Employees are responsible for reporting any incidents relating to lone working and undertaking risk assessments, so that risks can be identified and suitable measures developed to control those risks as far as is reasonably practicable.

Assessing the need to work alone

The need for staff to work on their own in or out of normal hours should be discussed with their line manager. Some of the factors that need to be addressed within the risk assessment include;

1. Communications [how to summon assistance, if required];
2. Whether anyone should be notified that there is a lone worker in the area;
3. What emergency arrangements in addition to existing ones are required, if any;
4. Ensuring that the means of access to the area is adequately controlled to prevent unauthorised access;
5. An assessment to judge if the activities being carried out suitable for one person.

Risk Assessment

The risk assessments to be completed in relation to lone working will cover all work currently undertaken alone [or

proposed to be], where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- The risk of violence - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face- to-face dealings with members of the public and/or cash handling.
- Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
Work at height - Working at height will not be undertaken when working alone.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone. The worker - The medical fitness of workers working alone will be assessed.
- Access and egress - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

Risk of violence:

- Staff are required to lock themselves in the buildings when lone working;
- Staff must not arrange meetings with parents or members of the public when lone working [meetings must be arranged during the school day or when there is more than one member of staff on site for the duration of the meeting];
- Staff are required not to handle cash when lone working;
- Late meetings must finish promptly and not leave one member of staff alone on site;
- Staff must not approach, or let into the buildings, unauthorised persons when lone working;
- All staff are required to give 24 hours' notice to the SSM or the Site Manager at Gateway before lone working, either after hours or through holiday periods;
- Staff attending first alarm activations will attend alone however if there is a second activation prior to responding at the building from the first one, police are automatically informed and will be present. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the building. If there is sign of an entry police support must be called.

Communication:

Staff are advised to

- Sign in and off the site using the academy's entry system;
- Carry a mobile phone at all times when lone working;
- Let someone know you are coming into work, how long you expect to be and when you are leaving;
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

For those working on GLC premises, first aid kits can be found in our designated first aid room, staff room and the school office.

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school land line phone to contact their Line Manager, the Head of School, Deputy Head of School, or member of Site Team. Please ensure that you have contact numbers.

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy, bulky or potentially dangerous items.

Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors;

Line Managers

It is the responsibility of the line manager, to monitor the tasks being carried out by staff. They also need to ensure that any lone worker follows good working practices and safe systems of work.