



Lone Working Policy

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Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this policy. The **Executive Steering Group** is responsible for approving this policy and monitoring its effectiveness. The Executive Steering Group is responsible for ensuring that staff are treated fairly and consistently in the application of this policy and procedure. The Executive Steering Group has delegated day-to-day responsibility for operating the policy to the SCITT Director. The SCITT Director has specific responsibility to ensure the fair application of this policy and that procedures are followed.

SCITT Director is responsible for:

- Ensuring that all staff are aware of the policy
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce risks associated with working alone.
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updates and refresher training at necessary.
- Ensuring that appropriate support is given to staff involved in any incident
- Managing the effectiveness or preventative measures through an effective system of reporting, investigation and recording incidents.

All Employees and Contracted Workers are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Co-operation by following rules and procedures designed for safe working.
- Reporting all incidents that may affect health and safety of themselves or others and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Report any dangers or potential dangers they identify or any concerns they might have in respect to working alone.

Introduction

Ripley ITT understands that some staff are required to work by themselves for periods of time and without close or direct supervision, in isolated areas. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

Ripley ITT also recognises it has an obligation under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 for the health, safety and welfare of its employees. These responsibilities apply to those staff that, for whatever reason, work alone.

Scope of Policy

This policy is provided for use of ALL STAFF in their day to day work. The policy applies to all situations involving lone working in connection with the activities of Ripley ITT.

Definitions of Lone Workers

Lone workers are those that work by themselves without close or direct supervision such as:

- a. Staff in fixed establishments where:
 - Only one member of staff works on the premises
 - Staff working separately from others
 - Staff working outside normal hours
- b. Mobile lone workers working away from their base and when their work may be carried out in:
 - Clients premises
 - Multiple occupancy buildings
 - Building sites

It is recognised that any member of staff may spend an amount of their working time 'alone'.

Aims

- > Increase staff awareness on safety issues related to lone working
- > Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable
- > Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical safety advice when working alone
- > Ensure that appropriate support is available to staff who have to work alone
- > Encourage full reporting and recording of all adverse incidents relating to lone working, and reduce the number of incidents and injuries relating to lone working
- > to ensure that teacher apprentices understand how to defer their training and are aware of implications

Risk Assessment

Risk assessment will not be required when visiting registered school premises, local authority, Diocese or Trust buildings or when working at The Lodge, Ripley St Thomas C of E Academy. A risk assessment will be required if working in an unregistered or unknown premise.

Risk assessments shall be carried out for Lone Work, by the SCITT Director before any work is due to be started and re-assessed every 12 months. Recommendations will be made to eliminate or to reduce risk to the lowest level reasonably practicable. In all cases there is a fundamental question about the need for lone working.

Risk assessments for lone workers must include:

- Safe access and exit
- Risk of violence
- Safety of equipment for individual use
- Channels of communication in an emergency
- Site Security
- Security arrangements i.e. alarm systems
- Level and adequacy of on / off site supervision
- First Aid Provisions
- Client risk assessments where applicable
- Travelling between appointments
- Reporting and recording movements
- Communication and traceability
- Personal Safety and security

Following a completed risk assessment, consideration should be given to any appropriate action that is to be taken.

Incident Reporting

An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage.

In order to maintain an appropriate record of events involving lone workers it is essential that all incidents be reported by the member of staff to the SCITT Director immediately by email or phone call. This information should be sent as soon as possible.

All staff should ensure that all incidents where they feel threatened or “Unsafe” are reported. This includes incidents or verbal abuse.

Immediate Support Following a Violent Incident

In the event of a violent incident involving a lone worker, the SCITT Director should immediately ensure that the employee receives any necessary medical attention and or advice. If an incident occurs out of hours, the Chief Operating Officer Andrew McKinnell **MUST** be contacted ASAP.

Managers should be sensitive to the employee’s need to talk about the incident and should take care to avoid any impression that this is not accepted or expected. Staff should be made aware that Ripley ITTt have access to qualified counselling services through external services. These can be called upon at any time for any member of staff for a variety of reasons including a member of staff being assaulted, a grievance, family related issues etc.

Consideration should also be given to whether the employee needs specific information or assistance relating to legal or insurance aspects.

