

# St Elizabeth Catholic Primary School

## Lone Worker Policy



### The Governing Body of St Elizabeth Catholic Primary School

Adopted this Policy	July 2020
Reviewed	July 2022
Next Review	July 2023
Chair of Governor's signature	
Headteacher's Signature	

#### Mission Statement

*"Inspiring and achieving lifelong learning in a welcoming, Catholic community"*

## Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Equality Statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

## School Values

As a Catholic school with a strong Christian ethos, we actively support and promote a value-based education. By living out our 4Rs – **Relationships, Resilience, Responsibility** and **Respect**, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

## British Values

At St Elizabeth, we recognise and promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

## **Introduction**

St Elizabeth Primary School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. Staff who are required to work alone have a duty to assess and reduce the risks which lone working presents. This policy sets out our approach in both identifying these risks and to describe procedures that will minimize such risks. Any questions regarding its operation should be addressed to the Headteacher, SBM or Premises Manager.

## **Definition**

Within this document, 'lone working' refers to situations where staff in the course of their duties work alone or are physically isolated from colleagues and without access to immediate assistance. This last situation may also arise where there are other staff in the building but the nature of the building itself may essentially create isolated areas. For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace (2) when working outside normal business hours when there are less than 3 people working. These are deemed to be from between 6:00 and 19:30, Monday to Friday, according to contractual hours.

## **Assessment of Risk**

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

- The environment – location, security, access
- The context – nature of the task, any special circumstances
- The individuals concerned- indicators of potential or actual risk
- History – any previous incidents in similar situations
- Any special circumstances

All available information should be considered and checked or updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to the availability of a second member of staff or making other arrangements to complete the task.

## **Security of buildings – control measures**

Line Managers and employees must ensure that: -

- External doors are locked to avoid unwanted visitors if working alone.
- That meeting with parents or members of the public are not arranged when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on-site for the duration of the meeting.
- Staff should avoid working alone if not necessary and where possible the final two people should leave together.
- 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.

- All appropriate steps are taken to control access to the building, and that emergency exits are accessible.
- When working alone all staff are familiar with exits and alarms.
- There is access to a telephone and first aid kit.
- Whenever possible staff park in the gated car park or a well-lit and busy area.
- Staff are required to give 24 hours notice before lone working, either after hours or through holiday periods. The school will be locked during these periods.
- Alarm systems are tested regularly – both fire and intruder.
- If applicable, key codes for access should be changed from time to time and when a member of staff or sub-contractor that knows the code leaves and as a matter of course if a breach of security is suspected.
- If there is any indication that the building has been broken into, they call for assistance before entering.

### **Communication:**

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Communication, checking-in and fall back arrangements must be in place. Staff should always be aware of their movements and expected return time.
- Have access to a mobile phone or school telephone at all times. Staff may use their own mobile. Staff are responsible for checking that the mobile 'phone is charged, in working order, and with sufficient credit remaining.
- 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 our premises, first aid kits can be found in the first aid room, school kitchen, all classrooms have a mini first aid kit, EYFS building, Community House 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 phone to contact the headteacher, the staff member's nominated person or the emergency services.

### **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 or bulky items.
- Transport of injured persons.
- Use of hazardous substances

## **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.

## **Emergency Services Information**

1. Dial 999 and be ready to give the following information:
2. Telephone number: 0208 980 3964
3. Address: St Elizabeth Catholic Primary School  
Bonner Road  
Bethnal Green  
London  
E2 9JY
4. Give the exact location in the school – off Waterloo Gardens/ Bishop Way
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

## **Appendix 1**

### Personal Safety

There are a number of things you can do to avoid trouble in the first place. St Elizabeth Primary School has a responsibility as an employer to ensure the health and safety and welfare of staff, but employees also have a duty to take reasonable care themselves.

This is not about raising anxiety levels, but about recognizing potential dangers and taking positive steps to reduce risk.

#### **Be aware of the environment**

- Know what measures are in place where you work: check out alarm systems and procedures, exits and entrances and the location of the first aid supplies.
- Make sure that your car and mobile phone are in good working order, and that electrical and other mechanical equipment is safe to use. Check the instructions for use, and ensure that faults are reported /dealt with.
- If your work takes you into areas which are isolated, poorly lit at night or known for high crime rates arrange to check in when the visit is over.
- If a potentially violent situation occurs, be aware of what might be used as a weapon against you, and of possible escape routes.
- Try to maintain a comfortable level of heating and lighting in buildings you control. Be aware of yourself – avoid excessive work that may result in fatigue. Take regular breaks.
- Inform the Headteacher or health and safety representative of any relevant medical conditions
- Think about your body language. What messages are you giving?
- Think about your tone of voice and choice of words. Avoid anything which could be seen as sarcastic or patronizing.
- Think about what you are wearing. Is it suitable for the task? Does it hamper your movement? What signals does it send out?
- In a potentially risky situation, does a scarf or tie offer an opportunity to an assailant?
- Be aware of your own triggers- the things that make you angry or upset.

#### **Be aware of other people**

- Take note of their non-verbal signals.
- Be aware of their triggers.
- Don't crowd people – allow them space.
- Make a realistic estimate of the time you will need to do something.

- Be aware of the context of your meeting – are they already angry or upset before you meet and for what reason?
- Listen to them, and show you are listening.

### **Related Policies**

Health and Safety

Business Continuity Policy

<b>Date of Ratification:</b>		<b>Signed:</b>  <b>Ms A John (EXECUTIVE HEAD TEACHER)</b>  <b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b>
<b>Review date:</b>		<b>Signed:</b>  <b>Ms A John (EXECUTIVE HEAD TEACHER)</b>  <b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b>
<b>Review date:</b>		<b>Signed:</b>  <b>Ms A John (EXECUTIVE HEAD TEACHER)</b>  <b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b>
<b>Review date:</b>		<b>Signed:</b>  <b>Ms A John (EXECUTIVE HEAD TEACHER)</b>  <b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b>