

# Path4

## Lone Working Policy



### 1. Policy Statement

Path4 AP is committed to ensuring the safety, health, and well-being of all staff, including those working alone. This policy outlines the measures and procedures to be followed when staff are working alone to ensure their safety and to comply with relevant health and safety legislation.

### 2. Purpose

The purpose of this policy is to:

- Identify lone working situations.
- Outline potential risks to lone workers.
- Define the responsibilities of both the school and its employees in managing lone working.
- Ensure adequate measures are in place to reduce risks associated with lone working.

### 3. Scope

This policy applies to all staff members at Path4 AP, including teachers, administrative staff, contractors, and any others who may work alone during or outside of normal school hours.

### 4. Definition of Lone Working

A lone worker is defined as someone who works by themselves without close or direct supervision, including:

- Working in an isolated part of the school (e.g., classrooms, offices, grounds) without others in the immediate vicinity.
- Working outside of regular school hours, including early mornings, evenings, weekends, and holidays.
- Travelling alone for school purposes (e.g., home visits, attending meetings).

## **5. Risks Associated with Lone Working**

Potential risks to lone workers include:

- Accidents or medical emergencies where immediate help is unavailable.
- Personal safety risks (e.g., intruders, aggressive behaviour).
- Ill health or sudden emergencies while working.
- Inadequate means of communication in case of emergency.

## **6. Roles and Responsibilities**

### **6.1 The School's Responsibilities**

- Ensure risk assessments are carried out for lone working situations.
- Implement measures to mitigate risks to lone workers.
- Provide adequate training to staff regarding lone working procedures.
- Ensure emergency procedures are in place and communicated to staff.
- Regularly review and update this policy and risk assessments.

### **6.2 Employee Responsibilities**

- Take reasonable care of their own safety and the safety of others who may be affected by their actions.
- Follow all lone working procedures and guidelines provided by the school.
- Report any concerns or incidents related to lone working to the line manager or health and safety officer.
- Ensure they have access to communication devices (e.g., mobile phones) when working alone.
- Familiarise themselves with emergency contact procedures.

## **7. Risk Assessment**

The school will carry out a risk assessment for lone working activities to identify potential hazards and put control measures in place. These risk assessments will be regularly reviewed, particularly if:

- There is a change in circumstances (e.g., new building areas, new staff, different hours).
- A lone worker raises concerns about their safety.

## **8. Control Measures**

The following control measures must be implemented where possible:

- **Communication:** Lone workers must have access to a working mobile phone or other means of communication. They should notify a designated contact person when they start and finish their lone working hours.
- **Monitoring:** For longer periods of lone working, regular check-ins with a colleague or line manager must be arranged. If possible, lone workers should inform others of their exact location.
- **Building Security:** Ensure that lone workers have access to secure areas and are familiar with locking and unlocking procedures. Intruder alarms should be in good working condition.
- **First Aid:** Lone workers must know where first aid supplies are located, and first-aid training should be made available to all staff.

## **9. Emergency Procedures**

All lone workers must:

- Familiarise themselves with the school's emergency procedures, including fire evacuation routes and lockdown procedures.
- Ensure that emergency contact numbers are easily accessible and programmed into their phone.
- Know the location of the nearest first aid kit and fire extinguishers.

In case of an emergency:

- Contact emergency services (999) if needed.
- Notify the designated emergency contact immediately.

## **10. Incident Reporting**

Any incidents, accidents, or near misses during lone working must be reported to the school's Health and Safety Officer as soon as possible. A full investigation will be carried out, and corrective measures will be implemented to prevent future incidents.



## 11. Training

Path4 AP will provide appropriate training for all staff members required to work alone. This will include:

- Health and safety awareness for lone workers.
- Communication and emergency procedures.
- Managing personal safety risks.

## 12. Review of the Policy

This policy will be reviewed annually or in response to significant changes in the school's working practices, premises, or following any reported incidents. All staff will be informed of any updates or amendments.

## 13. Approval and Sign-Off

This policy is approved by the SLT of Path4 AP.

Date agreed	11 <sup>th</sup> September 2024
Review Date	10 <sup>th</sup> September 2025
Approved by	Moinul Islam MBE (Head of Centre)
	Alaur Rahman (Head of Operations)