TREVIGLAS COMMUNITY COLLEGE

HEALTH & SAFETY – LONE WORKING POLICY

Introduction

Ideally staff should not work alone at college as there are risks involved, such as assault, accident or sudden illness. However, it is recognised for operational effectiveness, staff will want to work outside of normal hours or in the case of other staff e.g. members of the site team, may be required to work within pre-defined shift arrangements and other ad-hoc cover arrangements for activities such as evening and weekend lettings, or maintenance duties etc.

Any member of staff (with the exception of Site Staff) wishing to work outside of normal hours or during college holidays, must ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers, or close and easy access to an internal telephone handset that can dial internal and external numbers, or two-way radio.

However, if you choose to work alone (or are working during a holiday period) on site, or you are part of the site team where your shift pattern and contract of employment necessitates lone working, you must take the following precautions:-

- Notify the site team of your presence on site, or, if part of the site team, ensure you have the authority of the Site Supervisor, Director of Business and Finance, or Headteacher
- Complete the visitors' log (both on arrival and leaving) in case of fire or other emergency to provide a reference for other staff/emergency services to trace and verify staff safety
- Carry a mobile phone with you. A college mobile is available for you to borrow if you do not have your own, and this is kept in Reception

Contacting the Site Team

- The site staff can be contacted via the two-way radio (Channel 6) or via their mobile phone (07967 140498)

Limitations on work to be carried out when working alone

- Do not work at heights on a ladder or steps
- Do not go into lofts or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- Assess your own physical ability to undertake the task
- Avoid working outside of the site complex
- Lock the doors and close the windows to prevent intruder
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest First Aid Kit
- If working after dark, always carry a torch when accessing un-lit areas
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are, your estimated time of arrival home and can verify safe arrival at this time
- If you arrive at college or during the period of attendance find any sign of intruders, do not enter the building and avoid potentially dangerous confrontation. Instead, call the Police in the first instance followed by the on-site Caretaker, Site Supervisor, Director of Business and Finance or Headteacher
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious

- When working alone, do not attempt any tasks which have been identified as medium or high risk (including a change in the environmental conditions that may affect the level of risk), or which common sense and/or a dynamic risk assessment tells you are potentially hazardous given your own level of expertise and the nature of the task

Risk Assessment

Regular or routine instances (such as members of the site team working within pre-defined shift patterns) of lone working must be risk assessed using the College's agreed risk assessment procedures.

For occasional or un-planned periods of lone working staff must carry out a dynamic assessment of the risks (i.e. consider the factors relating to the situation at the time), use common sense and follow the requirements of this policy.

Summary

It is established that staff may want on occasions or be required for operational/contractual reasons to work on-site at times outside of the normal hours or in holiday periods. Ideally staff should not find themselves in a lone working situation, however, where this is unavoidable, all staff must use practical common sense and undertake a dynamic risk assessment, using the guidance above (although this should not be considered exhaustive), to ensure that the risks are adequately controlled.