



GREENHEAD COLLEGE

LONE WORKERS POLICY

December 2006

LONE WORKING - LINE MANAGERS INFORMATION

There may be situations when it is not possible or practical for your staff to work with other members of staff. Particular attention will be needed to ensure that working alone does not make staff more vulnerable. Working alone could be:-

- Interviewing students in isolated areas/buildings/rooms
- Cleaning isolated buildings
- Teaching in isolated buildings/areas/rooms

Safe working arrangements would include:-

- making a full risk assessment and ensuring that solitary staff fully understand the risks involved in their task, and also what safety precautions will need to be taken,
- ensuring that the person is capable of working alone. You will need to consider both routine work and foreseeable emergencies which may pose additional physical and mental burdens on the individual,
- providing training for lone staff which outlines the specific risks involved and how they can play a role in deflecting or minimising the risk eg not confronting intruders, leave the area and/or contact senior staff,
- providing devices which raise the alarm in the event of an emergency.

Where possible lone staff should be regularly visited by their line manager/supervisor to monitor their safety. If this is not practicable, then regular contact via a telephone should be maintained. Solitary staff will feel more secure and confident if they know that help or support is available if, and when, needed.

LONE WORKERS - ALL STAFF

Persons working in isolated areas are at risk if they do not follow procedures set out to alleviate any problems they may encounter.

Where possible ensure that other people are working in the vicinity. Where this is not possible follow the procedures set out below:

1. Advise the front desk (if staffed) which building/room/telephone number you are working in or near, and also the duration of your stay.
2. NEVER work alone in an area with no local access to a phone. Check that you can gain easy access to the room with the phone.
3. Caretakers covering buildings on an evening are advised as to the procedures in the event of any disturbances. Training sessions are being arranged with the Health and Safety Manager to ensure that every member of staff is aware of their responsibility.
4. In clean down periods where cleaners work in quiet buildings on their own, wherever possible, another cleaner will be allocated to work with them. Where this is not possible they are instructed to lock themselves in the building. They must have access to a phone and must be familiar with the fire emergency escape routes. ALL staff will be trained in these procedures. Supervisors will check on you.
5. If you must leave the room for any reason, lock it. It only takes a minute for handbags etc to be stolen.
6. When working in a building that is covered by a caretaker, arrange with them to keep a check on you.
7. If you feel alarmed or threatened, for any reason, contact main desk/the caretaker by phone or simply leave the area and look for senior staff.

LONE WORKERS NOTIFICATION SYSTEM

If you are a cleaner working in a remote area of the College please ensure that you sign in the book at Reception. The caretaker will then know you are in the building. It is a good idea to check with the other cleaners in your area on an hourly basis. Wherever possible, lock yourself in your area.

If you are a teaching/admin member of staff working late in the evening or in the holidays, please let Reception or the duty caretaker know where you are and how long you expect to be.

Senior staff who come in at weekends should let family members know where they are and how long they will be.

Working Alone – Starter Questionnaire

Name: ----- Date: -----

Department: ----- Phone: -----

Line Manager -----

As part of your normal job do you ever have to work: (Please tick appropriate box)

- In isolation from others at the workplace? Yes No
- In isolation from others out of doors? Yes No

Comment:	If you answered 'no' to all the above questions you are not classified as a lone worker and need not complete the rest. Please return the form to your Line Manager.
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If you answered yes to any of the above, do you work like this:

- All the time? Yes No
- Most of the time? Yes No
- Some of the time? Yes No
- At certain periods of the day/week/term time/out of term? Yes No

Comment:	
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Have you been given information and training about the health and safety risks of your job and the preventative measures in place, for example:

- How to lift safely? Yes No N/A
- How to use equipment safely? Yes No N/A
- How to use chemicals safely? Yes No N/A
- What to do in an emergency? Yes No N/A
- Do you know how to summon assistance? Yes No N/A

Comment:	
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If you work at a fixed location but in isolation from others:

- Is there a procedure for checking in and out? **Yes** **No** **N/A**

- Have you been given information and training about the risks of your job and the precautions in place? **Yes** **No** **N/A**

- Is there any means of raising the alarm or calling for assistance? **Yes** **No** **N/A**

Comment:	
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LONE WORKERS POLICY

The college has a Lone Workers Policy, a copy of which can be found in the staff room or with the Health and Safety Officers, Jeannine King and Dave Newton.

The following is the code of practice which all staff should adhere to.

Code of Practice for Lone Workers

- Be aware of emergency exit routes.
- Ensure that someone knows where you are eg caretaker.
- Have some method of raising the alarm.
- Lock yourself in eg Dawson Block.
- Always lock valuables away, even for short lengths of time eg going to the next room.
- Do not challenge strangers – excuse yourself and report the incident as soon as possible.