

# JANVRIN SCHOOL

## Lone Worker Policy



JANUARY 2023

**Purpose of Policy:**

This policy is to provide instruction and guidance to all members of staff, and outside contractors, when working either in or outside of the school building, away from their usual working routines and procedures.

The guidance and instruction in this policy is to ensure that all staff are safe in their work and, where health and safety cannot be secured, lone working does not take place.

This policy also serves to secure the safety of the school building and prevent possible ingress and safety breaches out of school hours.

## **Arrangements:**

'Lone working' falls under two distinct groups:

1. Those working at their main place of work where:
  - Only one person is working on the premises.
  - People work separately from each other e.g. in different classrooms or work areas □  
Staff working outside of normal school hours (including cleaners).
2. Those working away from their fixed place of work, where:
  - One member of staff is working or visiting another agency or site (if potentially a high-risk venue)
  - One member (or groups) of staff is working remotely from home during school hours.

## **Lone working at main place of work:**

A member of staff is potentially a lone worker if they attend school at any time during the weekend or holidays.

At Janvrin school staff are not encouraged to attend school or be on the school site at the following times:

- After 6.00; Monday-Friday
- At weekends
- During school holidays

## **Controls:**

If staff are working later than 6.00 on any given workday, they will need to record this by electronically signing out using the Custra device system at the main entrance. The Custra system will record what time they left the school site so this can be reviewed by management. This review will ensure that staff are not regularly working at potentially unsafe times. It also ensures that the school has a record for security reasons of the last person leaving the building and setting the alarms.

If staff are working outside of the recommended times (above) on school premises they must inform another member of staff or a family member of where they are and at what time they are intending to leave. If this is not possible, they must text, or inform beforehand, a member of the senior leadership team. Contact should be made by the SLT member at the stated time of leaving to ensure all is well. If no contact can be made, the SLT member will call the Head who will visit the school to review and check.

All staff entering and leaving the school premises must do so through the main school entrance (not the staff car park entrance).

## **Procedures for Lone workers:**

- If you attend school at the times defined above, then all staff must electronically sign in on the Custra device at the main entrance and write their names on the whiteboard at the main entrance along with their time of entering and time of leaving. their name on the main board at the entrance which indicates who is in the school and who has left. Failure to do this will

cause further concerns as staff will have to enter other areas of the school to verify who is left in the building.

- (On leaving the school names should be erased).
- If other members of staff have names on the board, staff entering the building should make themselves known where possible.
- Where possible, mobile phones etc should be brought to school in case of immediate need and easy access. Where this is inappropriate, all classes and key areas of the school have a wall mounted phone where emergency outside lines are immediately available.
- If coming into school during the holidays, where possible inform the caretaker, you are on site.
- Staff are strongly discouraged from mounting step ladders, tables, chairs etc whilst in the school on a lone worker basis. It is advised that this work will be undertaken whilst other staff are in the building.

#### **Security:**

- On entering the school, if the alarms are on, then staff will use their fobs or key codes to switch the alarms off. There are alarms in three main areas: the Nursery block, Year 3 entrance and the main school entrance.
- Once the alarm has been switched off all staff must go to the main white board at the main school entrance and sign themselves in.
- On leaving the school, if no names are on the whiteboard, then the alarms must be set.
- This can be done at any of the three alarm areas following the same coding procedure.

Security: all staff must be up to date on the mechanisms for setting and un-setting the alarm system through the main entrance panel. This can be undertaken at any time with the caretaker of main office staff. Failure to set the alarm system leaves the school vulnerable to forced entry and no detection.

Cleaning staff do not fall under the lone worker category. They are trained in setting the security system and checking for staff still in the building before they leave at 5.30 (at the latest).

Contractors on site Monday-Friday will be asked to leave and cease work by the caretaker when they have finished for the day and are leaving the site.

Contractors on site during weekend and holiday periods will follow school policy (Contractors on site) and only be able to undertake this by appointment and authorised access.

Staff members will not undertake any tasks that would increase the risk of injury or damage to health when lone working:

- Using step ladders (even with appropriate training)
- Standing on furniture
- Putting up displays when requiring elevated reach
- Accessing resources out of standing reach □ Working with sharp tools

Any member of staff who has a known condition that could cause fainting or incapacitation in any way e.g. low blood pressure; migraines; physical restrictions and mobility etc. should not undertake lone

working at any time. Where access to school premises is needed to fulfil tasks, then another adult needs to attend alongside.

**Lone working away from site: remote working:**

- Teaching or working remotely at home (or other premises) during lockdown periods or times when the school has been unexpectedly closed (industrial action; emergency cleaning; critical incident etc.)
- Staff attending venues where there is high risk of injury or threat of injury.

**Controls:**

Staff will only work remotely from home when instructed to by the headteacher or senior staff. This will only occur where access to the main building and resources is not available, but the member of staff is well and fit.

All staff working remotely will, where possible, be provided with the tools and resources required to fulfil their responsibilities and roles during this period e.g. laptops; pen drives; practical resources. The headteacher will keep a log of each member of staff working remotely and the reason for them doing this, as well as the period of time this occurs.

All staff are responsible for ensuring that they follow data protection and safeguarding policies and requirements, especially where taking data or documents out of school which contain personal, sensitive information.

Staff will be instructed by the headteacher and SLT members how their working should be constructed and focussed, and the tasks required by the lone worker. These will fall under established contractual roles and responsibilities. Any changes to methods and working practices forced by the situation will be supported with adequate training and professional development.

Staff wellbeing and mental health concerns are a focussed priority where remote learning is undertaken for significant periods of time. The headteacher and SLT will make direct contact on a regular basis with all members of staff impacted on for a review of these concerns and provide appropriate responses where concerns become apparent. These could include cessation of work; seeking direct medical help; further contact and counselling.

Staff attending high risk venues is strongly discouraged and will not be authorised unless under the following circumstances:

- The purpose of the visit is an emergency or priority relating to the child protection or safeguarding issues.
- The visit has been authorised by the Headteacher.
- At least two members of staff attend the venue and, where appropriate, staff from other agencies (EWS, Police etc).

**Staff will not arrange or hold meetings with parents or other adults out of school hours or where they are the lone worker. If contact is needed this will be undertaken in school hours or over the phone/email.**

Security: If the school alarm is activated whilst a lone worker:

- The member of staff present will call either the headteacher, the caretaker or another member of SLT.
- Exit the building and wait in a safe place outside of the school.
- The head or caretaker will attend the school and review whether the alarm has been mis-set or there is a potential intruder.
- If the alarm needs to be re-set this will be done, and a scan of the school building will be undertaken as a surety.
- If there is a possibility of an intruder, the head/caretaker will not enter the building until a representative from G4S; JPH and/or the Police is also in attendance.

### **Further information**

Health and Safety Lone Working s Government of Jersey (GoJ) Minimum Standard  
Version V1.0 Author/s Lee McGurty Approver ELT Operating Committee Effective Date 28/02/2022  
Review Date 28/02/2025

[Lone Working - Minimum Standard.pdf](#)

[2006ESCPolicyTemplate.doc](#)

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