



Diocese of Norwich  
Education and  
Academies Trust

**[Academy Name]**

# Lone Working Policy

<b>Policy Type:</b>	Trust Core Policy
<b>Approved By:</b>	Trust Board (Personnel Committee)
<b>Approval Date:</b>	08/03/2022
<b>Date Adopted by LGB:</b>	<b>dd/mm/yyyy</b>
<b>Review Date:</b>	March 2025
<b>Person Responsible:</b>	Human Resources Manager

## Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
4	Roles and responsibilities	Included monitoring of lone workers and examples of planned monitoring activities (in line with HSE Guidelines)	Feb 19
		Policy reviewed, no changes required	Feb 22

## **Roles and Accountabilities**

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies whether relating to an individual academy or the whole Trust will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

## **Policy Statement**

[Academy Name] is committed to ensure that no lone worker is at greater risk of injuries and ill-health as a result of not being directly supervised or working alone whilst undertaking the Academy's work.

## **Scope**

This policy applies to:

- all employees working at all locations, including those working from home; and
- other workers (e.g. casual and agency workers, secondees) undertaking work on behalf of the Trust.

## **Aims**

- to ensure appropriate and safe practices for lone workers
- to maintain staff well-being

## **Policy Details**

The Trust/Governors will ensure

- Early recognition and assessment of the risk to lone worker employees
- Establish effective lone worker risk assessment and incorporate the process and assessment results into management activities i.e. supervision, appraisal, team meeting agendas and other procedures/ management systems.
- Where significant risks are identified, put in place suitable control measures to remove or reduce those risks and establish effective communication and monitoring of control measures.
- Set up effective emergency arrangements and reporting systems to protect lone workers from foreseeable risks.
- That all incidents and near misses are reported and investigated for the purpose of improving safety and preventing recurrences

## **Roles and Responsibilities**

### **Principal/Headteacher**

Has a responsibility to:

- Ensure that lone worker risk assessments have been undertaken and suitable safe working procedures are in place to remove or reduce significant risks.
- Review lone worker incident statistics, identify trends and take action as appropriate.
- Put in place appropriate monitoring as effective means of communication are essential. These methods should be documented and agreed with the lone worker and could include:
  - supervisors periodically visiting and observing people working alone;
  - pre-agreed intervals of regular contact between the lone worker and supervisor, using phones, radios or email, bearing in mind the worker's understanding of English;
  - implementing robust system to ensure a lone worker has returned to their base or home once their task is completed.

### **Line Managers**

Have a responsibility to:

- Ensure that the requirements of this policy are fulfilled.
- Undertake risk assessments of lone worker risk and ensure safe working procedures are in place to remove or reduce significant risks.
- Ensure that all relevant staff are provided with adequate emergency equipment and are able to raise the alarm as far as is reasonably practicable.
- Ensure that lone workers are provided with adequate training to ensure they are able to operate safely.
- Ensure employees understand the need to report concerns about safety associated with lone working.
- Ensure all staff are provided with appropriate equipment to be able to undertake their roles safely.

### **Employees**

Have a duty to:

- Comply with the Academy's policy.
- Comply with any instructions provided for reasons of health and safety.
- Attend any training provided for health and safety.
- Report any incident for which this policy applies.
- Report any concerns or failures in safety systems.

### **Performance and Risk Management**

Potential risks will be regularly monitored and evaluated to ensure this policy is kept up to date. The training and responsibilities of individuals will be monitored by the Academy through its management and appraisal processes. Where necessary the Academy/Trust will take appropriate action to ensure that this policy is upheld.

### **Communicating the Policy**

Any changes to this policy will be communicated throughout the organisation using appropriate communication channels.

### **Home Visits**

Where at all possible home visits will be made in pairs. If lone visits are made, the member of staff must inform the Academy Office where they are visiting, what time they expect to return, and ensure they have left their mobile phone number to enable contact in an emergency. For home visits where there is known to be issues with domestic violence and abuse the employer should ensure that staff members visit in pairs.

### **Evaluation and Review**

This policy will be reviewed if:

- New legislation is published, or existing legislation is updated.
- New guidance is published, or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required.

### **Links to Other Policies**

- Health & Safety Policy
- Staff Well-Being Policy