



Lone Working Policy

January 2020



Lone Working Policy

1 Introduction

1.1 Lone workers can be anyone who works by themselves without close or direct supervision, e.g. persons working in an office on their own, people working outside normal hours on their own, Grounds staff working in isolated parts of the campus, or workers who have to travel on their own to other locations for work away from their office base.

2 Definition of Lone Working

2.1 "Any member of staff who carries out their work in a location away from the office base and in isolation from colleagues, or who is travelling between work locations on The Mill Hill School Foundation business, or who is working alone in the office, or is working from home. This may be on a regular or occasional basis."

3 Duties and Responsibilities

3.1 The Court of Governors has responsibility for:

- Taking a legal "duty of care" to all of their employees to provide them with a safe system of work
- Regularly reviewing, documenting, updating, and communicating working practices and procedures to all staff

3.2 The Heads of the respective schools in the Foundation and the Director of Finance and Operations, as the Health and Safety Coordinator and with responsibility for central support staff, have a responsibility for:

- Putting in place working practices and procedures identified in risk assessments to reduce risk for lone workers
- Ensuring that all staff are trained and understand what is required of them
- Knowing where employees may be required to work as part of their job during working hours
 - Ensuring that employees follow agreed practices and procedures
 - Knowing which tasks may be too difficult or dangerous to be carried out by an unaccompanied worker
 - Ensuring when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

- Raising lone working issues with the Chief Executive Officer
- Learning any lessons and putting revised plans into action where necessary
- Ensuring that anyone working alone is medically fit to do so

3.2 All lone workers are responsible for:

- Taking reasonable care and a legal "duty of care" in how they perform their duties, especially when alone
- Carrying and using all equipment provided for their safety e.g. personal alarms and mobile phones and making sure batteries are working and fully charged
- Following all working practices and procedures that have been put in place by The Mill Hill School Foundation
- Understanding the risks that affect them and not taking unnecessary risks
- Raising any issues or concerns with their line manager or Head or Director of Finance and Operations
- Keeping in contact with a designated person whilst working alone
- Ensuring that their vehicle has sufficient petrol/fuel, oil and water; ensuring that weather and ground/road conditions are safe for travel
- Knowing what to do if they have an accident (see below)
- When working after hours in any part of the Foundation, ensuring that all external doors are locked to prevent uninvited visitors/intruders.

4 Risk Assessments

4.1 Risk assessment should help employers decide on the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include:

- working in a confined space, where a supervisor may need to be present, along with someone dedicated to the rescue role
- working at or near exposed live electricity conductors
- working in remote parts of the campus away from school buildings and/or people

4.2 Risk assessments should also consider:

- If the environment presents any special risks, eg. water, accessibility restrictions or out of range for mobile telephones, radio communications



- If the equipment required for the task can be operated and handled by one person safely
- If there are any reasons why the individual performing the task may be more vulnerable than others and therefore is at greater risk, eg, if they are young, pregnant, disabled or have a medical condition or where the first language is not English or they are a trainee

5 Accidents and Emergencies

5.1 The risk assessment should identify foreseeable events and mitigate risks of accidents and injury. However, procedures should be established and staff trained on how to respond in the event of a lone worker becoming unwell, having an accident or where there is an emergency.

5.2 This will include:

- Ensuring colleagues know where you are working and confirming when location or status of lone working changes
- Having the means and knowing how to summon help if needed (mobile telephone and/or radio or sounder)
- Knowing where the closest first aid box and telephones are located

6 Monitoring

6.1 The Court has delegated the monitoring of this Policy and the effectiveness of its procedures to the Estates Committee of the Court of Governors. Any deficiency that is noted in the Policy and its procedures will be remedied as soon as is reasonably practicable.

6.2 The Estates Committee will undertake a triennial review of this Policy.

6.3 The next review will take place in January 2023

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