



Portland Place School

Lone Working Policy

Policy reviewed by: Vicki Bromley

Review date: June 2021

Next review date: June 2022

Reviewers' Signatures: Vicki Bromley

Head Teacher's Signature: David Bradbury

Circulation: This policy is addressed to all members of staff and volunteers in our school and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Portland Place School; 'parents' refers to parents, guardians and carers.

1. Introduction

This document sets out Portland Place School policy regarding out-of-hours and lone working and should be read in conjunction with the Health and Safety policy, Emergency Evacuation Procedures, and Fire Risk Assessments.

This Policy applies to all Portland Place sites, 56-58 Portland Place W1B 1NJ and 143-149 Great Portland Street W1W 6QN.

This Policy applies to all staff who are on site outside of core teaching hours and aims to ensure they are not exposed to any Health and Safety risks.

2. Out of Hours Working

Out of hours' policy is defined as working/teaching outside Portland Place core teaching hours, core hours depending on the site, but essentially covers the hours when the buildings are fully staffed - term time Monday-Friday 07:30am-17:00pm – and during school holiday periods buildings are open between the hours of 07:30am – 16.00pm, staff working during the holiday periods must inform line managers and the main office, and ensure that they sign in/out of the school's entry sign system.

School Opening Closing Hours

Term Time	Monday – Friday 07:30am – 17:00pm
Holiday Periods	Monday – Friday 07:30am – 16:00pm

Out-of-hours activities include, but are not limited to evening/weekends and school holidays.

Staff who wish to work past core working hours need to notify their line managers of their intention to work out-of-Hours.

3. Lone Working

Lone working is defined as work undertaken when there is reduction in core services or when no one is in sight or earshot to provide assistance in the event of an emergency. It does not include low risk day to day activities which take place as part of normal routine.

An employee should not undertake lone working unless it has been agreed in advance with their line manager. Staff should not attempt to undertake tasks that could pose a threat to health and safety while working alone.

Wherever possible staff should ensure they are always working with at least one other person.

4. Health and Safety

Lone working or working outside of normal hours should not pose any increase in risk to health and safety, however there is a reduction in the number of people available to respond in an emergency situation.

Most work at Portland Place School is relatively low-risk. Higher-risk tasks that might be carried out outside normal working hours will be highlighted in the Health and Safety Risk Assessment and measures to manage such risks put in place. Where lone or out-of-hours work on a particular task would pose too high a threat to health and safety and/or such a threat is unmanageable, such tasks will be prohibited in order to protect the health and safety of employees.

There may be occasions when contractors attend site out of hours to complete works and should be made aware of the Control of Contractors policy, including Portland Place School's on-line Health and Safety/Fire Evacuation policy via [Policy Portal](#).

5. Procedures for Lone and Out-of-Hours Working

Any staff working within the building out of hours should inform their line manager and the Facilities manager.

- Lone working should be discussed with line managers
- A risk assessment must be completed in advance
- Staff must inform the Operations Manager (by 3:30pm on the day) or in advance
- Operations Manager to record details
- A register to be kept on all reception desks daily.
- Staff to sign out
- Cleaner/site staff to check register before building is locked up and ensure all staff have vacated

The exception to this will be timetabled/after school club's lessons which run after 15:45pm In the event of a fire alarm, the club leader must ensure students evacuate, in accordance with the school's Fire Evacuation Policy.

6. First Aid

A wide range of staff are provided First Aid trained in order to ensure there is at least one first aider on site at a time as far as is reasonably practicable. However, when work is being carried out outside of core opening hours, building users should be aware that there may not be a first aider on site.

There is a first aid kit available on reception at 56-58 Portland Place School, W1B 1NJ, and at 143-149 Great Portland Street, W1W 6QN. In the event of an emergency requiring medical attention, building users should telephone for an ambulance.

Reduced or absent first aid provision out-of-hours will be taken into account during risk assessment and appropriate action taken.

7. Emergency Evacuation

Portland Place School's emergency evacuation procedures apply to out-of-hours, with the exception of fire wardens/marshals whom will not usually be present on site to ensure individuals safely evacuate. In the event of an alarm activating, all building users should evacuate the building via the normal exit routes. Each individual should take responsibility for their own safety.

In the event of an alarm activating, any staff on site must exit the building and if safe to do so, retrieve the register from the main reception area. The Operations Manager should be contacted

immediately, if unavailable please contact the next person on the emergency contacts list (see below).

Emergency Contacts

Vicki Bromley – Operations Manager	07818420173
John Himana - Site Team	07582459990
Jay Moulden - Site Team	07384827421
David Bradbury - Headmaster	07387108980
Key holding Company	03707706886

Teaching staff should act as they would within normal working hours to ensure (as far as reasonably possible, without endangering their own safety) that their students (whether these are Portland Place students or visitors) evacuate the building. Any missing persons should be reported to the fire brigade.