



Peregrines Nursery and Falcons School for Girls Lone Working Policy

Primary person responsible for this policy: Sara Williams-Ryan

Job title: Headmistress

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable):

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

1. Introduction

This document sets out 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 Falcon and Peregrines sites.

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 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-18:30pm.

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

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

The school buildings will be open only during school holidays in designated times agreed in advance by the Headmistress, any staff who wish to work outside of these opening times must gain permission from the Headmistress

All staff must continue to sign in and out of the Entrysign system and notify the caretaker when they enter and leave the premises.

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 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 are occasions when contractors attend site out of hours to complete works. All contractors must be sign in with the company they work for and should be made aware of the Control of Contractors policy, any hot works require a permit to work.

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

There are occasions when contractors attend site out of hours to complete works and should be made aware of the Health and Safety/Fire Evacuation policy.

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

- Lone working should be discussed with line managers
- A risk assessment must be completed in advance
- Staff must inform the caretaker (by 3:30pm on the day) or in advance
- Caretaker to record details
- Staff to sign in and 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 clubs lessons which run after 15:30pm 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.

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

7. Emergency Evacuation

Emergency Contacts

Sara Williams-Ryan	07384 798398
Yann Kerneis	07912 241810