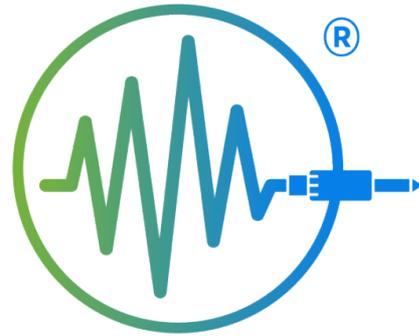


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Lone Worker Policy

Introduction

The Lisa Lashes School of Music recognises that there are occasions when teaching, support, administrative, or other staff may be required to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual.

This policy sets out the approach to identifying these risks and managing them.

Definition

A lone worker is someone who spends some or all their working hours working alone. This may occur during normal working hours at an isolated location within the school or working outside normal school hours.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.

Risk Assessment

The Headteacher will ensure that a Lone Working Risk Assessment is undertaken and that members of staff are aware of the content.

The following factors are taken into consideration:

- Risk of violence. All lone working situations are assessed for the risk of physical or verbal threats.
- Use of equipment. All equipment used by lone workers is assessed for its suitability for use by one person.
- Working at height. Working at height is not undertaken when working alone.
- Manual handling. No heavy lifting should be carried out alone. Work in pairs where possible.

Procedures

In order to minimise the risks from lone working, the following measures are taken:

- Tutors must get permission from the Headteacher before working alone on the school premises outside normal school hours.
- Tutors must try not arranging meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.
- If lone working is necessary, tutors must ensure that someone is aware that they are working alone and either give them an expected time of return or keep in regular contact.
- Mobile phones can provide a level of security and peace of mind but are not solely relied upon. If carrying a mobile phone, tutors check the battery charge level and signal strength.

- If tutors are alone at any time whilst on school premises, they can remain in contact with other tutors via the LLSOM messaging service.
- Lone workers check that all external doors are kept closed and locked.
- If leaving the building at night after a meeting or function, staff must leave with others.
- Lone workers do not confront or challenge unauthorised persons or intruders, unless they are sure it is safe to do so.
- If there are any signs of unauthorised access or unauthorised persons on site, the Headteacher, a senior member of staff, or the police must be contacted.

Reviewing the Policy

This policy will be reviewed annually by the head teacher and monitored by the safeguarding lead to ensure that the Policy is relevant and up to date.

Date: 3rd January 2020

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Policy renewal date:

January 2021