School Security and Lone Working Policy

Version	5
Date of latest version	March 2024
Date to be reviewed	March 2025
Changes:	
No changes	

General procedures for locking and unlocking the school site

- The school building is opened by the site manager every morning by 7.00 am and is closed every evening at 6.00 pm. As a general rule, the Extended Day staff will be the last to leave and will lock up. On a Friday, Extended Day finishes by 4.30pm. Therefore all staff who leave later than this must ensure that they 'buddy up' and the last two staff lock up and leave together.

- The main school gate is unlocked and opened by the site manager in the mornings and closed by the last person on the school site. All teaching staff, Extended Day Manager and the site cleaners have keys to the main gate.

- Teaching staff have keys to the front door should they need to access to the school building earlier or later in the day or during weekends or holidays. (see lone working policy)

- If a member of staff wishes to stay on site after 6.00 pm they MUST liaise with the head teacher or any other remaining staff and agree a time of leaving the premises together as a pair and an understanding that they will be responsible for securing the building. The site manager will then complete his locking/security routine as normal including closing all windows.

- If more than one member of staff remains on site after 6.00 pm i.e. parents evening, they must liaise before leaving to ensure that no member of staff is left alone.

- The last pair leaving the building must ensure that all doors are closed, that all lights are off and the alarm is set.

General Security

- All visitors must enter the building via the main entrance. All visitors are requested to sign in using the E-Reception app on the Ipad and will be issued with a Visitor lanyard. The internal front door will remain securely closed whilst children are on site. The side gate will be opened at 8.35am and will be locked at 8.45am. It will be opened again at 3.10pm and shut by 6.00pm.

- Any adult that stops at the school gate or fence during playtime or lunchtime, or who enters the school site must be approached for identification.

Emergency Access

The following members of staff are nominated key holders and can be contacted for access to the school building in an emergency.

Sarah Vittle – Head Teacher – 07870 214982
Maria Burr – Office Manager – 07935 609746
Paul Burr – Site Manager – 07525 747512

LONE WORKING

Definition of Lone Working
Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Persons at Risk
At Ropley School, people at risk may include anyone who comes into school alone during closure times and particularly the Headteacher, Admin Officer, Class Teachers and Site Manager.

Hazards
These may include, for example:
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the headteacher or health and safety representative which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary.

Control Measures
All staff will:
- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety and not do anything to put themselves in danger
- know, and follow, relevant safe working procedures and guidelines
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the headteacher or health and safety representative of any relevant medical conditions
- inform the headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Accident Reporting Form, copies of which are held in the school office.
- Follow the HCC Corporate Lone Working Policy in addition to the specifics outlined in this policy. HCC Corporate Lone Working Policy is attached as Appendix 1.

Where possible, outside of normal working hours, staff should arrange to be in school with others. Staff should inform each other or the Office Manager or the Site Manager either face to face or by telephone, when they are on the premises and when they are leaving. It is mandatory that the front internal door remains securely closed, especially when working alone in the building.

Appendix 1
HAMPSHIRE COUNTY COUNCIL – CORPORATE LONE WORKING POLICY
Purpose
Hampshire County Council (HCC) employs many people in varying roles which require them to work, at times, alone. Working alone can present additional or increased levels of risks to individuals and complications which may, in turn increase risks to colleagues. This procedure recognises these risks and sets a structured way to determine appropriate systems and equipment that can be used to reduce these risks. This procedure only addresses the additional risks arising from working alone. Non lone working risks are to be addressed as a separate risk (see the Corporate Risk Assessment Procedure).

Scope
This procedure sets out a framework for categorising the type of lone working to ensure there is consistency in how the risk of working alone is assessed and managed. It identifies control measures that may be suitable and sufficient in reducing the risks to an acceptable level. These suitable and sufficient control measures should be discussed and agreed with colleagues and then recorded in the generic and/or individuals' lone working risk assessment.

This procedure does not seek to limit a manager's authority to go beyond these control measures, specifically, if when the risk assessment concludes these controls would not be suitable or sufficient to adequately reduce a risk. It may not always be possible to adequately control the risks of lone working, under these circumstances a manager may decide not to allow lone working to take place, requiring instead, that more than one person carry out a role/task or, in extreme cases, not carry out the task at all.

Appendix 1 provides a flow chart for categorising the lone worker category. This flow chart will help to guide managers and simplify the risk assessment process.

Appendix 2 provides a menu of suggested control measures for each category of lone worker (this list is not exhaustive).

Appendix 3 contains a form for recording lone working risk assessments.

Terminology
Lone workers are those who work by themselves without close or direct supervision. Examples include social workers visiting domestic premises, maintenance staff working outside normal hours and those working at home.

Procedure
Managers should consult with employees when making decisions in relation to implementation of this procedure, to ensure all parties are content, that the risks presented by lone working are assessed and suitably and sufficiently controlled.

Lone working without supervision
There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong.

Government guidance due to the risk created by Covid-19, is for workers to work from home where possible. This means more Hampshire County Council employees are working from home and it is important that managers are in regular contact to make sure they are healthy and safe. If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect stress levels and mental health.

Associated records
Appropriate records will be informed by local risk assessment and guidance.

Records must be kept and maintained to comply with this procedure and will be retained in accordance with Hampshire County Council's data retention policy.

Categorisation process

Assessing the risk of lone working managers should categorise each employee's role and the lone worker risk presented using the flow chart in Appendix 1. The conclusions of this process should be recorded on the Lone Working Risk Assessment record form (Appendix 3).

If the role does not appear to fit a one of the categories below or falls within a category that appears to be incorrect, the manager can modify the decision derived from the chart in agreement with the employee.

Categories of lone worker role

The following categories describe general types of lone worker and should assist managers to categorise the relevant roles. However, the descriptions below have been produced to enable discussion between colleagues, to ensure roles are appropriately categorised and lone workers identified.

Category 1

Lone workers who are at risk from people around them. This category would include roles such as Social Workers, Trading Standard Officers, care staff working in Adult Health and Care and Children's Services etc. Often there will be an enforcement type role or a role where a colleague has authority or power over people who pose a potential threat.

Category 2

Lone workers who have nobody around and carry out work which poses a significant risk of serious harm. This category would include working with dangerous machinery, or livestock, in a remote area.

Category 3

Lone workers who work in the wider community but the people around them do not pose an elevated threat. This category would include roles such as School Crossing Patrols, some Highways staff, delivery drivers etc. They will be the only HCC employee at work, but they are in the normal community and so there is no reason for an elevated threat from other people. In many cases people around them would come to their assistance in an emergency and therefore reduce the risk of lone working.

Category 4

Lone workers who work in isolated locations where the work does not pose significant risk. This category would include lone working in a data centre out of hours or a caretaker/site manager in a school. The environment and equipment in general does not pose a significant risk however, in the event of a medical issue (heart attack etc.) the person may not be detected for some time which may affect the medical outcome.

Control Measures Menu

Appendix 2 contains four sections. Each section has a menu of possible control measures that could be used to control the risk from lone working. Some control measures are only available in certain sections. However, all measures are available at the manager's discretion and managers are authorised to overrule these menu choices where necessary. Moreover, managers can choose to not deploy staff to work alone if they feel the risks associated with lone working are not acceptable.

Managers should discuss with their staff their role and suitable lone working controls. Agreement should be sought on the appropriate controls and application. Should no agreement be reached, the decision should be escalated to the next senior manager to decide on appropriate controls to be put in place.

Lone Working Risk Assessment Record

Appendix 3 contains a form to record your assessment of the risks from lone working and to record your discussions with colleagues and finally what control measures you have decided to put in place to reduce the risk to an acceptable level. Alternative departmental recording arrangements may be substituted.

Guides

HSE leaflet INDG73(rev3) "Working alone"

HSE advice for lone workers and work-related violence

APPENDIX 1 – LONE WORKER CATEGORY FLOW ASSESSMENT CHART

Row	Question	Answer	Action
1	Do you undertake lone working?	No	No further action required
		Yes	Move on to row 2
2	Do people pose a significant risk? *(e.g. Social Work, Trading Standards vulnerable children and adults care staff)*	Yes	Category 1
		No	Move on to row 3
3	Does your work pose a significant risk? *(e.g. work with dangerous machinery or livestock)*	Yes	Category 2
		No	Move on to row 4
4	Do you undertake lower risk lone work where other people are present? *(e.g. Crossing patrol, delivery driver)*	Yes	Category 3
		No	Move on to row 5
5	Do you undertake lower risk lone work where other people are not present *(e.g. Out of hours work at a data centre)*	Yes	Category 4

APPENDIX 2 – POTENTIAL CONTROL MEASURES MENU

CATEGORY OF ROLE	DESCRIPTOR	MENU OF POSSIBLE CONTROL MEASURES
1	Lone workers who are at risk from people around them	No visit Police escort where appropriate Visits to be carried out in pairs Installing worker's mobile phone with suitable Lone Working Monitoring App *(App to meet BS8484 standard)* Buddy system Panic alarms Details of visit recorded in an Outlook Calendar, team diary or on an office whiteboard – e.g. location, reference number and timings. Refer to APPX 1 (Control Measures Menu) of the Corporate Violence and Aggression procedure.
2	Lone workers who have nobody around and carry out work which poses a significant risk of serious harm.	work to be carried out in pairs Installing worker's mobile phone with suitable Lone Working Monitoring App *(App to meet BS8484 standard)* and/or "Man Down" facility Vehicle location by GPS Two-way radio communication system Buddy system Details of visit recorded in an Outlook Calendar, team diary or on an office whiteboard – e.g. location, reference number and timings
3	Lone workers who work in the wider community but the people around them do not pose an elevated threat	Mobile phone Phone in at end of shift
4	Lone workers who work in isolated locations where the	Installing worker's mobile phone with suitable Lone Working Monitoring App *(App to meet BS8484 standard)* and/or "Man Down" facility Two-way radio communication system /Buddy system

	work does not pose significant risks.	Details of visit recorded in an Outlook Calendar, team diary or on an office whiteboard – e.g. location, reference number and timings

APPENDIX 3 – LONE WORKING RISK ASSESSMENT RECORD

NAME OF EMPLOYEE					
Lone working role					
Category of lone working					
Control measures selected from menu					
Is employee aware of what they are required to do?					
Does the employee and manager agree on suitable controls?					

Name		Date	
Signature			