



RHODES WOOD HOSPITAL SCHOOL LONE WORKING POLICY

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Rhodes Wood Hospital School is committed to promoting equality in all its activities. We aim to provide an environment free from discrimination and unfair treatment.

Introduction

This policy aims to ensure that Rhodes Wood Hospital School complies with our legal duty towards lone workers under the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999. Working alone is not against the law in itself, and it is often safe to do so. However, the law requires employers to consider carefully and then deal with any health and safety risks for people working alone. Elysium Children and Education, through the Rhodes Wood Hospital and Rhodes Wood Hospital School's Management Committee, will be responsible for the health, safety, and welfare of all their workers at the school. Employees at Rhodes Wood Hospital School are responsible for taking reasonable care of themselves and other people affected by their work activities and co-operate with their employers in meeting their legal obligations.

1. Definition of Lone Working

Lone workers are those who work by themselves without close or direct supervision, for example:

- In fixed establishments
- A person working alone in a small workshop, petrol station, kiosk, or shop
- People who work from home other than in low-risk, office-type work
- People working alone for long periods, e.g., in factories, warehouses, leisure centres or fairgrounds
- People working on their own outside normal hours, e.g., cleaners and security, maintenance, or repair staff
- Workers involved in construction, maintenance and repair, plant installation and cleaning work
- Agricultural and forestry workers
- Service workers, including postal staff, social and medical workers, engineers, estate agents, and sales or service representatives visiting domestic and commercial premises

2. Controlling the risks

Employers have a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This must include:

- involving workers when considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures
- instruction, training and supervision;

- reviewing risk assessments periodically or when there has been a significant change in working practice. This may include:
 - being aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker;
 - where a lone worker is working at another employer's workplace, informing that other employer of the risks and the required control measures;
 - 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. Risk assessment should help employers decide on the right level of supervision.

3. Rationale for the policy and procedures associated

Rhodes Wood Hospital School acknowledges that due to the nature of its work and the service we provide, there may be times when adults work with students on a 1:1 or small group basis. All staff will be suitably trained to address incidents that may arise in a lone working situation. Staff will also follow these guidelines in order to maintain the safety of all concerned.

There is audio CCTV in all classrooms and the corridor of Rhodes Wood Hospital School to protect both staff and young people. The Elysium Healthcare CCTV Policy will be followed for usage and access to CCTV at all times.

4. All staff in a lone working situation will...

- Carry a charged radio and / or carry a working alarm
- Receive a handover from the care team member as to the student (s) current mental state
- Leave the door open and be in line of sight of the doorway when working alone in the classroom
- If the door must be closed (e.g., during a music therapy session), ensure that an HCA is outside, and the young person is checked on
- Maintain a safe entry and exit to the room
- Be aware of updated and specific student information at all times as detailed in their risk assessment and act on this as appropriate.
- Immediately document any concerns that may have arisen during the lesson and inform the Headteacher using school procedures
- Terminate the lesson immediately should a student's behaviour cause concern
- Request assistance immediately should a student's behaviour cause concern
- Carry out a dynamic risk assessment at the time of the lesson to ensure it is safe to proceed

- Report any concerns they have to the Headteacher regarding their personal situation which may affect their effectiveness in a lone working situation e.g., pregnancy or a medical condition
- Implement any supplementary guidance resulting from continuous risk assessment or patient information
- Ensure that the welfare of the students and staff safety is given the highest regard as part of the school's ethos and practices relating to Safeguarding

Reference

Working alone Health and safety guidance on the risks of lone working, Leaflet INDG73(rev3), published 05/13