

# THE BIRMINGHAM FEDERATION OF MAINTAINED NURSERY SCHOOLS

*Allens Croft Nursery School*

*Kings Norton Nursery School*

*Lillian De Lissa Nursery School*

*Adderley Nursery School*

*Jakeman Nursery School*

*Selly Oak Nursery School*

*St Thomas Centre Nursery School*

*Gracelands Nursery School*

*Shenley Field Nursery School*

*Weoley Castle Nursery School*

*Newtown Nursery School*

*Highfield Nursery School*

## Lone Working Policy

### **Specific Legislation/Approved Codes of Practice:**

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Safety Representatives and Safety Committee Regulations 1977 (as amended)

### **1. Introduction**

1.1 Birmingham City Council recognises and accepts its responsibility for the provision and maintenance of a safe and healthy working environment and for taking all steps that are reasonably practical to achieve this objective.

1.2 Each Strategic Director, Corporate Director and Chief Officer is directly responsible for the health, safety and welfare arrangements within their own Directorate / Department and will be accountable to the Chief Executive for the satisfactory performance of this duty. This performance will be audited at periodic intervals by Safety Services.

1.3 Birmingham City Council implemented the Lone Working Policy in August 2005, the latest version is available from People Solutions (My Working Life, Health, Safety and Wellbeing, Health and Safety at Work).

1.4 Failure to comply with this policy may result in disciplinary action being taken.

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## **2 Definition**

**2.1 Lone Working** – any working practice that involves an employee undertaking their duties alone.

## **3. Managers' Responsibilities**

Managers must:

3.1 Bring the contents of this policy to the attention of their staff and provide them with appropriate information regarding their responsibilities under this policy.

3.2 Attend risk assessment training and undertake additional / refresher training as necessary.

3.3 Arrange for lone working risk assessments in accordance with council risk assessment policy to be carried out as necessary. The risk assessment should give a clear definition of lone working for the specific service area being assessed.

3.4 Involve and consult relevant employees and where appropriate local (employee / trade union) safety representatives during the risk assessment process and subsequent reviews if circumstances change.

3.5 Arrange for the findings of the risk assessment to be communicated to all appropriate staff under their control including new starters and temporary staff.

3.6 Provide and maintain all required plant, equipment and systems of work which contribute to the safety of the employee.

3.7 Provide employees with appropriate information, instruction, training and supervision. This must include refresher training on a rolling basis.

3.8 Take appropriate action in response to reported hazards or concerns.

3.9 Develop and implement systems to monitor lone workers to help keep them healthy and safe. Any such system must be communicated to appropriate staff and effectively managed.

3.10 Take appropriate action where an employee fails to use any control measure or preventative measure that exposes the employee or others to risk.

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3.11 Retain all prescribed documents relating to health and safety matters. Prescribed documents include, for example, accident reports, risk assessments, health surveillance data and inspection reports (this list of examples is not exhaustive). The retention period can be in excess of 75 years. Due to the complexity of this matter, managers must refer to the corporate health and safety document retention schedule that is available on InLine for detailed information on the retention period, which varies depending upon the document and the purpose for which it was created.

## **4. Employee Responsibilities**

Employees must:

4.1 Assist and co-operate with the lone working risk assessment process when requested.

4.2 Take all reasonable care for their health and safety and that of other persons who may be affected by their acts or omissions

4.3 Comply with any contact and/or emergency procedures established by their Directorate/Department to ensure their health and safety.

4.4 Bring to the attention of their Manager any concerns that they may have about health and safety or changes to personal circumstances, including any illnesses, medical conditions or psychological issues that could affect their health and safety while at work.

4.5 Use any work equipment or safety device provided to them in accordance with any instructions or training they have received in use of that equipment or device.

4.6 Report all accidents, near misses and incidents of actual and potential violence and co-operate in any related investigations

## **5. Role of Safety Services**

5.1 To support the Directorate / Department with advice on risk assessment, training, preventative and protective measures, and guidance when requested which enables the effective implementation of this policy

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Date Policy Adopted: 20.10.2020

Date for next renewal: Autumn Term 2020

Signed: \_\_\_\_\_

Sean Delaney

**Chair of Governors**

Signed: \_\_\_\_\_

David Aldworth

**Executive Head Teacher**