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#### **LEAFLET 8 TO PART 3 TO SHEF MANUAL**

### **LONE AND PERIPATETIC WORKING**

1. There are occasions when members of staff are required to work alone. Working alone presents a particular health and safety situation since, whilst the individual employee has a responsibility for their own safety, as far as the HASWA 1974 Act is concerned, the responsibility of the employer to ensure the safety of a lone working employee does not differ from the responsibility to employees working in groups or under close supervision. The employer's overall duty of care is contained in sub sections 2(a) to (e) of the Act. As this duty extends to lone workers it is necessary for the employer to consider in depth the hazards and risk of the work involved and take steps to minimise the hazards so as to reduce those risks so far as "reasonably practicable". In schools and music centres the employer is the Headteacher/head of music centre. In non-educational SCE establishments the responsibility is delegated to line managers.

2. The above responsibility is balanced by Section 7 of the HASWA which requires employees to take reasonable care of their own health and safety and others who may be affected by acts or omissions at work. Employees must co-operate with their employers/line managers.

3. Headteachers, Heads of Music Centres and Line Managers are required to assess and document risks associated with lone working. Where low risks are identified an employee may be instructed/permitted to carry out the tasks. In the case of high risk tasks consideration must be given to protecting the individual employee by ensuring additional support in the form of a colleague to work directly alongside, or in the immediate vicinity, of the person at risk.

4. Consideration must also be given to those workers, who because of the nature of their roles, do not work in fixed locations and whose whereabouts are not always known. For these cases arrangements must be made to ensure that such workers are communicated with. The degree of risk should determine the actual interval between contacts.

5. There is a clear legal requirement to protect and monitor staff who are required to work alone and the following instructions are to be followed in all such cases.

- a. A risk assessment must be carried out.
- b. For high risk cases where the use of machinery or a dangerous task is identified, arrange for a co-worker to be present for the duration of the task.

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- c. All lone workers are to be briefed on the actions to take in an emergency and any control measures that are to be adhered to.
- d. Spot checks and inspections should be conducted periodically to ensure the compliance of the lone worker.