

# Crestwood Community School

## Site Team

### Man Down Procedures

It is the School's policy to ensure, where employees have to work alone, that all reasonably practicable steps are taken to ensure their health, safety and welfare at work.

Site staff personnel whilst on duty alone must always carry a site radio and the site mobile phone. In the event, that the on duty member of staff is involved in an accident or incident or has any concerns the following should take place if they are able to do so.

Raise the alarm by:

- Contacting The Senior Site Manager / Site team leaders on the site phone by pressing the Man Down 1 or the Man Down 2 button on the mobile screen this will call them direct.
- All site staff have the Senior Site Managers Personnel Mobile number in the event that they cannot raise the above Man Down contact then this mobile number can be used all hours **07852 332359**.
- In the event that you are involved in an accident or incident please contact the emergency services for help.
- The school closes at 20.30 and cleaning staff are on site with the site team personnel from 19.00. All site staff must book off with the senior or assistant site manager via text message at the end of the shift.

#### **All Site Staff should consider the following:**

Lone workers are people who work by themselves without close or direct supervision. There is no general legal prohibition on people working alone provided general health and safety requirements are complied with and these procedures are followed.

Where lone working is to take place, Site team Leaders and line managers must consider not only the hazards posed to all staff, but also what will happen in the event of:

- A serious accident or emergency;

- Fire (see 'Fire and Bomb Procedure)
- Violence (see 'Violence and Aggression Procedures)
- First aid is required (see 'First Aid Procedures)
- Manual handling is required (see 'Manual Handling Procedures).

## **RISK ASSESSMENT**

Before allowing lone working to take place, Site Team Leaders or line managers should ensure that the risks posed by lone working are adequately assessed and that the specific risks posed by the hazards mentioned above are assessed on the basis that there may be lone working in the school. When assessing the risks posed by lone working, Site team leaders or line managers should consider:

- Can the risks that have been identified be adequately controlled by one person?
- Does the work environment or the staff who have access to the school pose a special risk to the lone worker?
- Can the staff member safely use any equipment that they are required to operate?
- Can substances or materials that the staff member is required to use in their work be handled safely?
- Can work which involves lifting or moving objects be safely done by one person?
- Is there a risk of violence?
- Does a staff member have a specific medical condition or are they taking medication that might place them and the people in that support at risk if they work alone?

## **SAFE WORKING ARRANGEMENTS**

Establishing safe working for lone workers is no different from organising the health and safety of other employees. Before allowing site staff to work alone, Site Team Leaders and line managers need to satisfy themselves that the employee understands what is expected of them, the standards they have to work to and in particular, the procedures to be followed (including who to contact) in the event of an emergency. Site Team Leaders and line managers should ensure that staff members are competent to deal with circumstances which are new, unusual or beyond the scope of their training, e.g. when to contact and seek advice from a member of the senior team.

## **SUPERVISION**

Although the very nature of the school's work means that not every staff member can be under constant supervision, it does have a system in place for supervising employees who work alone. Site team Leaders and line managers are responsible for determining the extent to which staff members need to be supervised (based on

their risk assessment and the staff member's ability to identify and handle health and safety issues). As a minimum, Site team Leaders and line managers should ensure that there are local procedures in place to ensure lone workers are:

- Periodically visited; or in regular contact (e.g. by telephone) with their Site Team Leader or manager or at least with other people working alone (i.e. Shakespeare campus to Cherbourg campus); or mobile support to raise the alarm in the event of an emergency.

## **TRAINING**

Before allowing a staff member to work alone, Site team Leaders and line managers should also consider what training those staff members need to ensure that they are competent to work alone. The school's site staff members should not be permitted to work alone unless they have successfully:

- Completed an approved appointed person emergency first aid course
- Undertaken an understanding of the fire evacuation procedures and actions of the premises
- Completed a lone working risk assessment and all the areas highlighted addressed.
- Training is particularly important where there is limited supervision to control, guide and help staff members in situations where they are uncertain as to what to do. Training may be critical to avoid them panicking where they are faced with uncertain situations.
- Lone workers need to be sufficiently experienced to understand the risks posed to peoples' health and safety and be fully conversant with the precautions that the School has put in place to control those risks.
- Site Staff members should also clearly understand what work cannot be undertaken by someone working alone (e.g. climbing steps or ladders).

## **VIOLENCE AT WORK**

Site team Leaders and line managers are required to immediately report situations which might pose a risk of violence or aggression to staff who are working alone. Please refer to the school's procedure for managing violence and aggression.

**MEDICAL SUITABILITY** All Site Staff should report any illness or other medical condition that might pose a risk to the safety of themselves or others while they are working alone. Site Team Leaders and line managers should assess every staff member's ability to work alone, including ensuring that the work they undertake and the people they support will not place excessive physical or psychological demands on them. Any significant findings of a staff member's assessments are to be forwarded to the Bursar, Site Facilities and Transport lead as soon as possible after the assessment.