

Flexible Working Policy	Staff Expectations Policy
Health and Safety Policy	Working from Home Policy
Staff Behaviour Policy (Code of Conduct)	

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7. Reference: AMCID.63.BDC 0.004 Tc [w 1.804 0 Td\$ [w 1C2[w 1C2[w 1C2[w 1C2[w1.543 (s)]J0

- 1.3. The Trust will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Trust will take all reasonable steps to ensure the health and safety of employees working alone.
- 1.4. The Trust will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone (see appendix 1).
- 1.5. All new staff and volunteers to the Trust should receive an induction, including reference to the Lone Working Policy. Staff and volunteers working for Trust:
 - have a responsibility to play their part in monitoring their own personal safety and adhering to the safety measures put in place to protect them
 - should be aware of how to seek support, supervision and/or, where appropriate, further training
 - should be aware of how to deal with situations in which they feel at risk or unsafe
 - should also be able to recognise how their own actions could influence or even trigger an aggressive response
- 1.6. Ma

- 3.2. Where lone working is unavoidable the Trust will have agreed emergency procedures in place so that members of staff working alone can obtain assistance if required.
- 3.3. In all cases of lone working, a risk assessment will be completed by a person competent to do so prior to employees working alone. In this Trust and it's Academies the competent person is an appropriate senior manager. There will be a general risk assessment for staff who regularly undertake lone working, for example premises staff, but for other staff risk assessments will be completed as required. Copi6.1 (c)1 (o)7.403.08 13ing aloll b 9 (o)7.3 (mi(affae.84 21()

- 5.2. A generic risk assessment will set out the safe systems of work for relevant staff and highlight risks and controls. This will be regularly reviewed and updated as required.
- 5.3. At all times management will know who is working on site as all staff/contractors/volunteers are required to sign in on arrival, using the electronic signing in system.
- 5.4. Where determined by the risk assessment, employees will be allocated an electronic personal lone worker device, trackable remotely by both their Line Manager and the Trust Director of IT and control

- Entry into confined spaces including tanks, manholes, pipes, flues, ducts, ceiling voids, enclosed basement rooms and other spaces where there may be inadequate natural ventilation
- The use of ladders which cannot be secured and require “footing” by a second person
- Erection of scaffolding
- Use of specified dangerous machines

8.2. Persons are prohibited from working alone at the following machines:

- Woodworking machines
- Power tools
- Dough mixers
- Guillotine machines (both powered and manual)
- Slicing machines used in catering (both powered and manual)
- Food mixing machines when used with attachments for mincing, slicing, chipping or any other cutting operation, or for crumbling.

8.3. Sufficient training in the context of these machines must include an appropriate period of one-to-one instruction on the hazards associated with the machine, and the measures required to minimise the risk. The correct use of guards, safety devices and protective clothing where appropriate, must be demonstrated. A written record of training must also be kept.

8.4. The Electricity at Work Regulation gives as examples the following electrical work where it is likely that the person carrying out the work should be accompanied:

- Electrical work involving manipulation of live, un-insulated power conductors at say 240 volts using insulated tools
- Other work on, or near, bare live conductors where a person working on their own would not be capable of undertaking the work safely without assistance in, for example keeping other persons from the work area.

9. Breach of policy

9.1. All employees are required to comply with health and safety procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Principal/Health & Safety Lead/Premises Manager. If procedures designed to protect health and safety are not followed, this could result in a disciplinary action up to and including dismissal.

10. Data protection and confidential equipment

11. LwLAT Wellbeing Statement

- 11.1. The Trust will always put the effective education of our children at the heart of any decision that we make. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

12. Review

- 12.1. This policy is reviewed every two years by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.



In authorising this assessment, I confirm that all foreseeable significant risks, relevant guidelines, procedures, and previo