

Drumcondra N.S.

Lone Worker/Working Policy



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Registered Charity Number: 20116651 CHY 22010

Drumcondra N.S. Lone Worker/Working Policy

Introduction:

Drumcondra N.S. Is committed to providing a safe working environment, as far as it is reasonably practical, for its staff and volunteers. Where possible outside of normal working hours, staff should arrange to be in school with others. However, consideration shall be given to the health and safety implications of staff working alone in the school building.

People at risk:

People at risk may include anyone who comes into school alone during closure times and staff working alone at the end of the school day, in particular the cleaner/caretaker.

Potential Hazards:

These may include

- Accidents or emergencies arising out of the work
- Sudden illness
- A potential for violence or threatening behaviour towards an individual
- The use of machinery, electrical or other equipment or chemicals
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list. Although Drumcondra N.S. Board of Management has primary responsibility to protect the health and safety of its employees, it is the responsibility of the individual working alone to inform the Principal or another member of the Board of Management of any situations or working conditions, which may have an effect on his/her health and safety. This will then allow the Board of Management to fulfil its duty, by assessing potential risks, and applying control measures where necessary.

Lone workers have a responsibility to:

- Take reasonable care to look after their own health and safety.

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- Safeguard the health and safety of other people affected by their work.
- Co-operate with their employer's health and safety procedures.
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given.
- To use correctly all equipment and chemicals provide for their health and safety.
- Report all accidents, injuries, near-misses and other incidents to a member of the Board of Management.

Control Measures

It is the responsibility of the individual to ensure the following control measures are applied.

Each individual shall:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety
- not do anything to put themselves in danger
- know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- stop for statutory breaks
- inform the principal or Board of Management representative of any relevant medical conditions, which would have an impact on his/her ability to work alone.
- inform the principal or Board of Management of any hazards or accidents encountered.

All accidents should be reported on the Employee Incident Report Form, copies of which are held in the school office.

Drumcondra N.S. will

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard.

Procedures for lone workers

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- Ensure that someone is aware that you are working alone and that you keep in regular contact and/or have given an expected time of return.
- Ensure external doors are kept closed and locked.
- Have a mobile phone or the school phone to hand.
- Stop and think before using a ladder. Workers should only climb onto a ladder if there is another member of staff on site.

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- When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders.
- If leaving the building late at night after a function/meeting, try to leave with others.
- Do not confront intruders or unauthorised users unless you are sure it is safe to do so.
- Notify the principal, Board of Management and/or police if there is any sign of intrusion or if you are concerned about unauthorised users.

Signed: EBulig (Chairperson)Date: 29/9/22Signed: Karl Lawless (Principal)Date: 29/9/22Last updated/reviewed: 29/9/22

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Appendix 1: Risk Assessment Template

The Hazard	Who can be harmed and how?	Control Measures implemented	Result

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Appendix 2: **Employee Incident Report Form**

Date: _____

Time: _____

Name of Employee: _____

Location: _____

Witnesses: _____

Description of incident:

Employee Explanation:

Action to be taken:

By signing this document, you acknowledge that you have read and understood the information contained herein

Employee: _____

BOM Representative: _____

Date: _____

Date: _____