



# Abbey School

## Health and Safety Policy

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**REVISED June 2015**

Adopted by Governors:  
Reviewed: Sept 2016  
Review frequency: Annually  
Next review date: Sept 2017  
Staff responsible: Headteacher



## **Abbey School**

### **Health and Safety Policy**

Date Policy revised: October 2014 - Date of next review: June 2015

Approval by Governing Body -

#### **What is a health and safety policy statement?**

Your health and safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

#### **Why do I need a health and safety policy statement?**

The health and safety policy statement is your starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

#### **Who should do what?**

The responsibility for health and safety rests with the Local Education Authority, the Head Teacher and the Governing Body.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the Governors and Head Teacher.

Governors and Head Teachers should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

#### **When and how should they do it?**

Your policy statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g. schools' rules, safety checklists, LEA Circulars such as 146 (Educational Visits), Electronic Health and Safety information (Circular 88) available from the RMBC Intranet and RGFL portal page, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the policy statement itself.

#### **How often do I need to revise the policy statement?**

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually).

#### **Do I have to do anything else?**

Yes, you have other legal duties under other legislation. In particular, under the Management of Health and Safety at Work Regulations 1999, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. You may wish to refer to the School Model Risk Assessment file for information that will assist this process.

**Remember:** What you write into the policy has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

#### **How to use this guidance**

This guidance is split into three parts. It contains a statement of general policy based on your legal duties under the Health and Safety at Work Act 1974. Then you can record your organisational responsibilities and your arrangements to ensure the health and safety of your employees. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

## HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

### This is the Health and Safety Policy Statement of

**Abbey School**

#### **Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

## RESPONSIBILITIES

**Overall and final responsibility for health and safety is that of**

**Head Teacher – Mrs K Halford**  
**Chair of Governing Body – Mrs A Kitchen**

Insert the name of the Head Teacher and/or the Chair of Governors, or the Governor with responsibility for health and safety.

**Day to day responsibility for ensuring this policy is put into practice is delegated to**

**Business Manager – Mrs G Leeming**

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Deputy Head Teacher, Head of Year, and Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

**To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas**

<u>Name</u>	<u>Responsibility</u>
<b>Mrs G Leeming</b>	Health & Safety
<u>Name</u>	<u>Responsibility</u>
<b>Mr M Nordon</b>	Hazardous Substances/ Grounds and Building – monitor and maintenance
<u>Name</u>	<u>Responsibility</u>
	H & S Governor

Delegate functions to people within your School either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions.

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

**All employees have to:**

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

**Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.**

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk Assessments will be undertaken by**

Note

**Senior Leadership Team  
Class Teacher**

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

**The findings of the Risk Assessments will be reported to**

**Senior Leadership Team**

You will find some examples of key areas that you should consider, at the end of this guidance. The school model risk assessment file has also been designed to provide a useful starting point.

**Action required to remove/control risks will be approved by**

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable. Risk Assessments should be reviewed at least annually.

**will check that the implemented actions have removed/reduced the risks**

You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

**Assessments will be reviewed**

Appendix HS02  
Appendix HS05

**Annually**

**or when the work activity changes,  
whichever is soonest.**

## ARRANGEMENTS

### CONSULTATION WITH EMPLOYEES

**Employee Representative(s) are**

**Note**

**Business Manager – Mrs G Leeming**

You must consult your employees.

**Consultation with employees is provided by**

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

**Head Teacher – Mrs K Halford**

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may decide to establish a school committee or another meeting as a forum for consultation.

If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

**Site Supervisor – Mr M Nordon**

**Note**

**will be responsible for identifying all equipment/plant needing maintenance.**

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

**Business Manager – Mrs G Leeming  
Site Supervisor – Mr M Nordon**

It is a worthwhile exercise to use a logbook to record the maintenance checks.

**will be responsible for ensuring effective maintenance procedures are drawn up.**

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

**Business Manager – Mrs G Leeming  
Site Supervisor – Mr M Nordon**

You can find more guidance in HSE's publication Buying new machinery INDG271 1998

**will be responsible for ensuring that all identified maintenance is implemented.**

**Any problems found with plant/equipment should be reported to**

**Business Manager – Mrs G Leeming**

**Site Supervisor – Mr M Nordon**

**will check that new plant and equipment meets health and safety standards before it is purchased**

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

**Site Supervisor – Mr M Nordon  
RMBC Cleaning Team  
Classroom Teachers**

Note

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

**will be responsible for identifying all substances which need a COSHH assessment.**

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

**Site Supervisor – Mr M Nordon**

Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk.

**will be responsible for undertaking COSHH assessments.**

You can find more guidance in HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

Appendix HS01

**will be responsible for ensuring that all actions identified in the assessments are implemented.**

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

**will be responsible for ensuring that all relevant employees are informed about COSHH assessments.**

**Site Supervisor – Mr M Nordon**

**will check that new substances can be used safely before they are purchased.**

**Assessments will be reviewed every**

**12 months**

**or when the work activity changes, whichever is soonest.**

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

**The Health and Safety Law poster is displayed at Reception. School contact is**

**Business Manager – Mrs G Leeming**

Note

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

**Health and safety advice is available from**

**RMBC - Mr D Fenton**

You are required to have access to competent advice, either in house or, if not available, external.

**Supervision of young workers/trainees will be arranged/undertaken/monitored by**

**Deputy Head Teacher – Mrs L Windle**

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

If your employees go to work for another employer on your behalf you will need to check that they are given relevant health and safety information for that location by that employer/company.

**is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.**

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by**

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

Note

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

**Job specific training will be provided by**

**Head Teacher – Mrs K Halford or delegate**

Employees will need job-specific training, which includes the health and safety aspects of the job.

**Specific jobs requiring special training are**

**Personal Care**

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Some jobs will require additional special training (e.g. manual handling, driving etc.)

**Positive Handling**

**DT/Science based activities**

**Driving**

**Training records are kept at/by**

**Business Manager – Mrs G Leeming**

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

You should monitor the training records, so that refresher training is given when necessary.

**Training will be identified, arranged and monitored by**

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

## ARRANGEMENTS

### ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

**Health surveillance will be arranged by**

Note

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Your COSHH assessments should identify all areas and the type of health surveillance needed.

**Health surveillance records will be kept by**

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

Providing immediate first aid can prevent minor injuries becoming major ones.

**The first aid box(es) is/are kept at**

**Reception Office  
Behaviour Support Room  
Science Laboratory  
Food Technology Room  
Design Technology Room  
Leaders of Learning Office  
All Mini Busses**

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets First aid at work – your questions answered INDG214 1997 **and** Basic advice on first aid at work INDG215 (rev) 1997.

**The fully qualified First Aiders are**

**Receptionist - Miss K Blakemore  
Clerical Assistant - Mrs S Clare**

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to the Health & Safety Section of RMBC. Follow the procedures outlined in your accident book. Near misses must be reported in the near miss book and any action taken recorded.

**Inclusion Support Workers**

**are Emergency First Aid trained**

**Business Manager – Mrs G Leeming**

**is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.**

## ARRANGEMENTS

### MONITORING

**To check our working conditions, and ensure our safe working practices are being followed, we will**

Note

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

**PAT Test all portable equipment regularly**

You can do this both actively and reactively, i.e. before and after something goes wrong.

**Carry out Health & Safety Walks of the grounds**

**Actively** - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, Caretakers report to Head Teacher documentation, near miss book monitoring etc.

**RMBC – Mr D Fenton**

Trade union safety reps have the right to carry out inspections and investigate accidents.

**Deputy Head Teacher – Mrs L Windle**

**Reactively** – you can investigate any accidents or sickness absences that occur.

**LA Occupational Health**

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

**Head Teacher – Mrs K Halford**

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

**is responsible for investigating accidents.**

When you find out what went wrong – put it right.

**Head Teacher – Mrs K Halford  
LA Representative**

Appendix HS04

**is responsible for investigating work-related causes of sickness absences**

**Head Teacher – Mrs K Halford  
Senior Leadership Team**

**is responsible for acting on investigation findings to prevent a recurrence**

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

**Business Manager – Mrs G Leeming**

Note

**is responsible for ensuring the fire risk assessment is undertaken and implemented.**

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments. The School's Building Manager will assist in this process.

**Escape routes are checked daily by**

**Site Supervisor – Mr M Nordon**

For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based. The fire log book must also be completed.

**Fire extinguishers are maintained and checked annually by**

**South Yorkshire Fire Department**

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures termly.

**Alarms are tested weekly by**

**Business Manager – Mrs G Leeming  
Site Supervisor – Mr M Nordon**

**Emergency evacuation will be tested every**

**Half term**

RMBC / CYPS run a number of courses around fire safety and emergency planning for further details contact Dean Fenton on 01709 254821.

**The Security Co-ordinator is**

Appendix HS03

**Business Manager – Mrs G Leeming**

**The Deputy Security Co-ordinator is**

**Site Supervisor – Mr M Nordon**

## **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

### ***What is a substance hazardous to health under COSHH?***

*Substances or mixtures of substances, classified as dangerous to health under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP).*

*These can be identified by their warning label and the supplier must provide a 'safety data sheet' for them.*

*Many commonly used dangerous substances are listed in the HSE publication 'Approved Supply List'.*

*Suppliers must decide if preparations and substances that are not on the list are dangerous, and if so, label them accordingly.*

*Substances with occupational exposure limits.*

*Biological agents (bacteria and other micro-organisms) if they are directly connected with the work such as health / personal care, farming sewage work etc.*

*Any kind of dust if its average concentration in the air exceeds the levels specified in COSHH.*

*Certain asphyxiant gases, paints, pesticides etc.*

### **What is not a substance hazardous to health under COSHH?**

*COSHH applies to virtually all substances hazardous to health except:*

*Asbestos and lead which have their own regulations.*

*Radioactive substances (other regulations apply)*

*Biological agents that are outside the employers control e.g. catching an infection from a workmate.*

*For the vast majority of commercial chemicals the presence (or not) of a warning label will indicate whether COSHH is relevant.*

*Examples:*

*Washing up liquid has no label so you do not have to worry about COSHH.*

*Bleach does have a label so COSHH does apply.*

## **Control of Substances Hazardous to health Regulations (COSHH)**

### **Step 1: Assess the risks**

*Identify hazardous substances in the workplace.  
Consider the risks to people's health.*

### **Step 2: Decide what precautions are needed**

### **Step 3: Prevent or adequately control exposure**

*Eliminate / substitute hazardous substances for less hazardous ones.*

*Reduce exposure to hazardous substances.*

*Isolate work processes e.g. prevent access to pupils etc.*

*Control exposure at source e.g. ventilation*

*Provide personal protective clothing.*

### **Step 4: Ensure control measures are used and maintained**

### **Step 5: Monitor and review**

### **Step 6: Arrange appropriate health surveillance where required (exposure limits set)**

### **Step 7: Prepare plans and procedures to deal with accidents, incidents and emergencies**

### **Step 8: Ensure that employees involved in the work or affected by it are informed/trained and supervised**

## Lone Workers

### Purpose of Policy

To minimise the risks to staff working alone or in remote areas.

### Responsible Person(s)

Head Teacher, Senior Leadership Team, Governing Body, Site Supervisor and any member of staff who works alone or in remote areas.

### Working alone will not be permitted in the following situations:-

- In confined, locked or unfamiliar places
- In normally unoccupied or derelict premises
- In an unguarded area over deep or fast-flowing water
- Working at heights
- In unlit areas at night
- Using ladders which cannot be tied and require footing
- Meeting members of the public who have a record of violence

### Procedures for people working alone:

ALL STAFF REQUIRED TO WORK ALONE OR IN REMOTE AREAS MUST BE AWARE OF THIS POLICY AND FOLLOW THE PROCEDURES.

- All hazards and risks associated with the intended tasks have been identified and minimised
- Adequate training and or instructions have been given
- The risk of violence has been minimised
- The competence, personal fitness and health of the person is suitable for the task
- Tasks requiring assistance (i.e. lifting heavy loads) must not be carried out alone
- A telephone, mobile phone or emergency alarm is available in the event of an incident.
- The response time for assistance is acceptable
- A responsible person is aware of your working hours and location
- A system is in place for reporting on and off duty.
- The number of hours working alone is kept to a minimum, or regular reporting procedures to confirm safety are in place.
- The responsible person will carry out the necessary checks if the reporting procedure has not been followed and take appropriate action.

### Policy Review and Updates

The policy will be reviewed for each member of staff who is required to work alone or in remote areas and for existing lone workers required to carry out different tasks. A separate Risk Assessment will be carried out where appropriate. See appendix HS04 'lone working risk assessment template'

## Anti-Arson

### Background

No school is immune from the threat of Arson.

Reducing the arson risk will also reduce the risk of other crimes such as burglary, theft and vandalism

Statistics from the Fire Protection Association show that large fires i.e. those over £250,000 shows that schools are top of the list of building types vulnerable to arson attacks.

The majority of school fires are at night or when the school is closed during holiday periods and therefore casualties are rare. Sadly this cannot be taken for granted. In 1990, 3 boys were killed in a school shed fire in Essex.

Fires in schools are most likely to be started by pupils, ex pupils or their friends or others with knowledge of the school.

Many fires are started outside school buildings often with material found easy to hand (such as bins or skips)

### Purpose of Policy

To include an action plan to be used in conjunction with the Fire Risk Assessment to minimise the risk of Arson by addressing any weaknesses identified in the 'significant findings' section and ensuring all staff and governors support the policy.

### Responsible Person(s)

The Head Teacher is the responsible person, supported by the Business Manager, Site Supervisor, Governing Body and School Personnel.

### Advice and Support

Advice and support has been provided and/or available from the following sources:

- Building Manager
- Children and Young People's Services Health and Safety Officer
- RMBC Insurance
- Crime Prevention Officer
- Neighbourhood Watch Schemes

### 6 point Action Plan

To be prioritised within available budgets based on need through past incidents as programmed within the Fire Risk Assessment Significant Findings.

- **Deter unauthorised entry onto site** (fencing, lighting, CCTV, onsite caretaker, random security patrols).
- **Prevent unauthorised entry into the building** (eliminate alcoves or light well, keep number of external doors to minimum required, approved window and door locks, effective intruder alarms, good relationships with neighbours, be part of a neighbourhood or school watch scheme, check all doors and windows are locked at end of each day)

- **Reduce the opportunity for the offender to start a fire** (secured waste bins away from building including any recycling bins, sheds or outdoor storage at least 8m from building, skirting under mobile units, waste bins not attached to buildings but secured in the grounds)
- **Reduce the scope for potential fire damage** (consider additional fire breaks during alteration work, close all internal doors at the end of each day, protect high value equipment in out of site secure room, installing automatic fire detection systems, sprinkler systems)
- **Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan** (suitably located and appropriate fire extinguishers, adequately trained staff, salvage plan to recover high value equipment and school records which may be irreplaceable.
- **Contribute to the design of the New Building**

### **Site Recovery Plan**

- Details of people who can help in an emergency contained in Emergency Plan
- Information on suppliers to be provided as required by the Building Manager
- Inventory information to be completed by School with a copy kept off site

### **Site Inspections**

The 'Premises Health and Safety Checklist' is completed monthly by the Site Supervisor to be actioned by the Head Teacher. See Appendix HS04

### **Policy Review and Updates**

Fire and Security to be included under Health & Safety on agenda's for Governing Body and Staff meetings to ensure regular updates and identify any training requirements.

**Premises Health and Safety Checklist for School Caretakers**

**Monthly Report to Head Teacher**

**Abbey School**

**Dated**

Perimeter Fencing and Gates (Damage caused by inclement weather/vandalism etc.)


Car Park (Surface damage e.g. potholes)


Footpaths (Raised paving, damage etc.)


Play Ground/Yard Areas (Damage to floor surface/equipment)


Playing Field (Damage caused by inclement weather/vandalism, litter etc.)


School Safety & Security systems (Alarms, shutters, other safety/Security equipment)


Doors and Windows (Signs of damage to doors, windows, restrictors etc.)


Corridors and Stairs (Trip, slip and fall hazards, articles blocking walkways)


Classrooms (Trip and slip hazards, faulty equipment)


Storage Areas (Articles and substances stored safely)


Staff Room (Trip and slip hazards, faulty equipment)


Electrical equipment (Portable and fixed appliance testing up to date)


Other (Please State)


**Site Supervisor Comments**


**Action taken by Site Supervisor**


**Signature** ..... **Date** .....



# Abbey School

## RISK ASSESSMENT

Premises:

Work Activity: **Lone Working**

Assessor(s):

Date:

Pages **1**

Review Date:-

1. What could go wrong?	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
Illness Accidents Assault Allegations Road Traffic Accident	Lone worker	Assess the appropriateness of lone working for the particular task  Introduce a 'buddy system' for welfare checks and reporting – including out of hours  Signing in / out procedures including destination and estimated time of arrival etc.  Working within pre-determined times with welfare calls / checks  Route planning  Means of communication  Emergency procedures e.g. phone not answered, road traffic accident etc.  Driving licence and insurance checks  Meetings – pre arranged  Reference to RMBC lone working guidance	Written procedures for emergencies  Emergency contact details kept up to date  Appropriate training  Investigate provision of panic alarms or walkie talkies.