Ranelagh Primary School
Pauls Road Ipswich IP2 0AN
Telephone: (01473) 251608
Email: admin@ranelagh.suffolk.sch.uk

Headteacher: Mrs O. Hopper

Lettings Policy

Reviewed on: 17th June 2026
Next Review due: 17th June 2027

Signed by: Chair of Governors

Signed by: Headteacher

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From the Chair of Governors, to all Hirers

We are very proud of Ranelagh Primary School, its children, staff and premises. We work very hard as a school to provide the best environment for our children, their families and the local community to prosper and grow and, to this end, expect everyone who uses our school to show it consideration and respect.
We welcome the opportunity to share our school premises with outside organisations and ask that you treat the premises, staff and children with care and ensure that you leave our school in as good a state as you found it

1. Terms and Conditions

This document must be read alongside the school's Policies for Health and Safety and Child Protection and both documents signed by the hirer. By signing these documents, you are confirming that you have read and understood the Terms and Conditions stated in this policy.
If you do not comply with these regulations then the use of the school premises will be withdrawn and no refunds will be made.

2. Definitions

Those people making use of the premises hired under a letting agreement between the school and the hirer are known as users in this document. The person or organisation actually entering into the contract with the school is the hirer. There should be a person or persons 'supervising' or organising the users - in this document are the Headteacher and School Business Manager.

3. Application

● Application should be should be in the form of a letter or email submitted to the School Business Manager at least two weeks before the first day of the proposed use; in the case of block bookings, four weeks' notice should be given. When the proposed use is during a holiday period, applications should be submitted at least two weeks before the end of term.

● The person signing the application form will be considered the user.

● Applications will be considered on their merits, taking into account considerations such as the preservation of law, order, public safety and the availability of other suitable local accommodation, particularly that provided at public expense.

● The decision on an application will be made by the Headteacher, based on the above. The decision will be final, with no recourse to appeal.

● The Headteacher /Governing body reserve the right to

- Refuse applications without giving a reason
- Have a representative present at any function
- Terminate any activity not properly conducted

4. Security of the Premises

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Entrance to the school will be via the Main Car Park Entrance, which will be opened by the school at an agreed time. For security reasons, the school keys will not be available to the hirer. It will be the responsibility of the Hirer to ensure that the schools premises are secure during the time they are in use, ie ensure that the Main Entrance is locked when all members of the group are inside.

5. General Conditions

● Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required - see appendix 1.

● The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment. The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.

● The hirer is responsible for the health and safety issues, not the school. All statutory requirements must be observed and school specific requirements complied with.

● Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress, including around the car park. As the hirer is in control of such lighting, they will be shown where the switches are. Stewards must have torches to assist in the event of an evacuation as there is limited internal emergency lighting.

● Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.

● The school and county council will accept no responsibility for damage to vehicles and other property while the user is on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.

● The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available.

● Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.

● No sub-letting is allowed.

● Hirers will be acquainted with the emergency and evacuation procedures (which are on display) appendix 2 , including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for fire fighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the school's fire risk assessment.

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● Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Records of such inspections are kept. The schools is not responsible for the users' activities, but are assured that the activity and the hired room/equipment available are compatible.

● Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.

● It is the responsibility of the hirer to provide first aid equipment and trained personnel.

● Smoking, the use of e-cigarettes and vaping is not allowed in any part of the school premises or grounds.

● The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such as way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.

● The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.

● The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.

● The hirer is responsible for providing access to a mobile telephone for emergency purposes.

● Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.

● The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.

● The Headteacher / School Business Manager must ascertain that organisations and individuals proving out of school activities for children have suitable child protection arrangements, and are suitably informed and vetted. The hirer and Headteacher / School Business Manager must know what to do if they suspect, or are informed of a safeguarding issue.

6. Insurance

It is the responsibility of the **hirer** to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million minimum is required.

7. In the event of an incident, fire or near miss

The school will ensure that **County Council Incident Report** forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

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8. License

The hirer is responsible for ensuring that any necessary licenses, required for a particular event, have been obtained, such as theatre, performing rights or cinematograph licenses. 5

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9. Charges

Letting fees are reviewed annually and are charged by the school. Payment in advance and/or a deposit may be required.

10. Cancellation

● Cancellations should be made in writing at least twenty-four hours before the proposed use; otherwise the user will still be liable for the standard charges. It should be noted by certain regular users that the cancellation and subsequent non-payment for one session in a series can result in VAT implications.

● In exceptional circumstances it may be necessary for the school to cancel a booking. As much notice as possible will be given, generally not less than seven days, and where possible alternative accommodation will be offered.

● The Local Education Authority and the school will accept no liability in respect of commitments incurred by the user due to such cancellation.

● Cancellations received with less than one week's notice may be subject to a cancellation fee of 50% of the standard charge.

11. Alcoholic Drinks

Express approval by the governors is required if alcoholic drinks are to be sold or even consumed on the premises. The selling of alcohol requires a license. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended

12. Hourly Charges

Type of use	Community use	Personal use	Commercial use
One room	£10	£20	£50
Each extra room	£10	£10	£30
Hall	£60	£80	£120

I have read the terms of this policy and agree to the contents contained therein.
Signed: _____(Hirer) Date: _____
Name: _____
Date:

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Appendix 1
EDUCATION DIRECTORATE HEALTH AND SAFETY
LONE WORKING RISK MANAGEMENT: POLICY & GUIDANCE

1 Summary

No single definition of lone working adequately embraces all the factors a manager needs to consider when ensuring arrangements for staff are safe. However, it is useful to think of lone work as that which is specifically intended to be carried out unaccompanied or without immediate access to another person for assistance. It is not the same as simply finding oneself alone during the course of normal working hours. Lone working can occur:

- during normal working hours at a relatively remote location either within the normal workplace or off site,
- when working outside normal working hours.

Although working alone may not introduce any new hazards, the risks may differ significantly when a task is carried out unaccompanied.

POLICY STATEMENT

It is Education Directorate health and safety policy that work related risks to all its lone workers must be adequately assessed and controlled. Managers and first line supervisors of lone workers must be able demonstrate that staff are appropriately and adequately trained and equipped to remain reasonably safe whilst at work. Where necessary, written risk assessments must be produced.

This guidance provides practical help in identifying the hazards and assessing the risks . Providing the existing system of work is safe for workers who are not alone, remember that it is necessary only to consider those risks that are **new or increased for the lone worker**. It also itemises other factors which managers must take into account before allowing staff to work alone. It is intended for the whole of the education service, and is particularly relevant to schools and the community education service.

2 INTRODUCTION

The law undoubtedly requires that employers must ensure their managers control the risks faced by any person who works alone, even though there may be no specific regulation on the subject. The law also requires that risk assessments are undertaken and, where the risks identified are significant, records of the assessment are kept. Periodically, assessments must also be reviewed. In some specific situations lone working is not legal, but these are limited and include working with live electrical conductors at dangerous voltages and entry into confined spaces. Section 2 of the Health & Safety at Work Act (duties to employees), Section 3 (duties to non-employees) and Regulation 3 of the Management of Health and Safety at Work Regulations (risk assessment) all apply.

It is also important to record the arrangements made to ensure lone workers are safe, the instructions they are given and any relevant training that has been provided. Ideally, these records should be made before the work commences, but modifications to systems of work and instructions for one off events may necessarily be made after work has started.

Duties to non-employees

Staff in schools, and particularly those who are supervising pupils directly, are responsible for ensuring that unacceptable risks are not imposed on others as a result of failure to supervise adequately or take other reasonable action which would provide a safeguard. This duty of care also protects visitors to a school, including contractors' employees, parents and pupils, of course. The duty does not impose a responsibility for undertaking risk assessments on contractor's specialist work activities, but it does impose responsibility for making sure a contractor is not put at risk by the way the premises are managed. For instance, if certain doors are locked outside of normal school working hours.

For other types of work, for example in Community Education, customers of the service may be placed with external providers for work experience or other activities. Before such placements are made providers must be given a package of information about the customer, part of which could be details about the customer that may be helpful to the partner in devising safe working arrangements, including any lone working. In some instances it may be necessary for the Community Education service to assist

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to ensure the provider is able to conduct an adequate risk assessment for the service it is providing. In keeping with current practice the provider's health and safety arrangements may need to be formally monitored.

Special cases
The duty of care must be considered particularly carefully in some circumstances; for instance, less able lone workers may be particularly at risk. Normal fire procedures prevent the use of a lift during building evacuations, but wheelchair users may be on the upper floors of a building when the alarm sounds. In such circumstances, building evacuation procedures must reflect the needs of all the occupants. Special equipment (eg. an Evac+ Chair) to assist the safe and speedy evacuation of wheelchair users can be obtained. Nevertheless, some situations may be foreseeable where lone working has to be prohibited. Account also needs to be taken of lone workers with a hearing impairment who may not hear a fire alarm. Other disabilities may present other requirements.
An example of an unusual lone working situation which would need to be assessed*:*
A high school science technician wishes to work during a holiday period and brings her two children into school with her. No other member of staff is in the school. While the technician may not be ***alone*** *she is a* ***lone worker*** *and may not be able to supervise the children adequately, particularly if something should go wrong and any of the group is hurt or falls ill.*

3 SUPERVISION

By definition, lone workers are not under direct supervision, but supervision can still be an important element in the control of risks. The level of supervision required depends on the risks involved and the ability of the lone worker to identify and deal with situations that occur; it should be decided in conjunction with the lone worker, based on the risk assessment and the Directorate's guidance. Supervision arrangements must be recorded as part of the control measures needed and identified through the risk assessment process. They may include:
● periodic visits by a colleague or supervisor; not necessarily with advance notice of each visit to the lone worker
● maintaining contact with lone workers using, for example, a telephone or radio. If necessary, it is acceptable to make arrangements which rely on a personal friend or family member of the lone worker, though it is essential that the latter be briefed on the procedure to follow if contact cannot be made; this arrangement may incorporate checks that the lone worker has returned to their base or home on completion of a task;
● the use of signing-in systems combined with building patrols by security staff, fire wardens or similar. These arrangements are useful if an emergency evacuation of the building is necessary;
● automatic warning devices which operate if specific signals are not received periodically from the lone worker;
● other devices designed to raise the alarm in the event of an emergency and which are operated manually, or automatically, by the absence of activity; (see **solutions**)

(This list should not be considered exhaustive)

In extreme cases, for example where the indications are that the risk of assault is significant, it may be necessary, perhaps for a specified period, to suspend lone working or to arrange for a uniformed police officer to accompany the worker(s). These situations are likely to be rare, but in circumstances where the risk to health or safety is high, day-to-day lone worker arrangements may not be sufficient to enable the employer to meet its legal duties and alternatives must be considered. In industry, a **permit to work** system is sometimes operated to ensure that workers adhere to strict precautionary measures prior to and during work time. A similar, but less 8

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rigorous, system is a 'self-certification' procedure and this could be introduced so long as it includes the following:
- the arrangements and procedures are made clear in written guidance to staff,
- staff are trained and properly assessed as competent to conduct suitable risk assessments,
- staff receive adequate induction, task and personal safety training;
- suitable 'remote' supervision arrangements are set up (as described above), and
- the system (including the risk assessments) is routinely monitored and jointly reviewed at least annually.

4 RISK ASSESSMENT

Remember that the assessment required needs only to cover the new or increased risks associated with lone working – it is not necessary to re-assess the whole of the work activity again. An original risk assessment for a manual handling task, for example, might indicate that two people are required to move an object safely. The lone worker should therefore either not undertake that task, or do it in a different way (perhaps with a mechanical aid, for instance).

Risk assessment is a collaborative process, involving managers and staff and/or staff representatives, which enables sensible decisions to be made about safe working arrangements. Risk assessment is a **process**, it is not an objective in itself. **The key purpose of the risk assessment is to identify the actions and the procedures which ensure that the risks workers face are at an acceptably low level. To do this it is necessary to consider the likelihood of a particular event occurring and the severity of its effects.**

Bear in mind that some undesirable events may be very unlikely, but the consequences could be totally unacceptable (ie. where the likelihood is very low, but the severity is extremely high) and therefore greater care is required to ensure the undesirable event does not occur.

The outcome of the risk assessment must always be the formulation of a 'safe system of work' and an appropriate record when the findings are significant. The LEA has published a general guide to risk assessment on the Schools Portal. The Health and Safety Executive has also published a general guide on the principles of risk assessment.

Particular care should be taken when assessing risks to lone workers because risks that are inherent to the work may be exacerbated by the lack of normal channels of support. Training and compliance with prescribed procedures may be particularly important as there will be no direct supervision of work. Monitoring procedures need to be established to ensure that safe working arrangements are followed by lone workers. These monitoring arrangements should be reinforced in discussions during routine supervision and performance reviews.

The normal process of risk assessment starts with **identifying the hazards;** ie. anything which has the potential to cause harm. Having listed all the hazards that might be associated with the work, the next step is to **identify and quantify the risks** arising from those hazards. Normally, this means thinking about the likelihood of each hazard **actually** causing harm and the severity of that harm. Often, it makes sense to consider the wider risks as well, so that the possibility that loss (financial, property, equipment) is taken into account as well as harm when setting up the system of work. There is no need to create a complicated system to quantify the risks – a simple high, medium and low classification will aid with the prioritisation of precautions to counter the risk. The precautions (control measures) should be sufficient to lower each risk to an acceptable level. With each particular hazard, if the precaution does not lower the risk rating to an acceptable level, then further precautions are required.

Assessments may be conducted:
- generically, with the purpose of establishing general policy, and
- individually, for specific activities.

*This guidance document is an example of the **output** of a **generic risk assessment** undertaken by, and for, the Education service. In considering the type of activities, workplaces and people employed by and served by Education, the risk assessment process led to the conclusion that it was necessary to provide this guidance to managers, to **assist them to undertake more specific risk assessments for individual situations**.*

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An assessment that already exists for a task which is routinely conducted with others present must be reviewed before permitting the same task to be conducted by someone who will be unaccompanied.
General considerations for assessing the risk and determining whether the work can be done safely by an unaccompanied person include:

Relating to the lone worker

● is communication adequate – might assistance be needed at short notice ?
● would normal management contacts be available and able to respond appropriately at all times while work is being undertaken ?
● what level of supervision is needed and how will it be achieved ?
● is the lone worker medically fit and sufficiently capable physically to undertake every part of the task, including any manual handling, ladder climbing or other working at height (see guidance on Schools Portal), and so on ? Is there a known health condition that could cause a problem – for instance a heart condition, epilepsy or vertigo ? Has the person just returned after absence from work due to a significant illness or injury ? You should obtain advice from Personnel and consider a precautionary reference to the Occupational Health Service.
● Is the lone worker pregnant ? Though this is covered by a specific legal requirement, lone working conditions may alter the threshold of 'acceptable' risks. New and expectant mothers may need more urgent access to medical assistance.
● are youth or inexperience factors which need be taken into account ? Is the lone worker sufficiently responsible and mature or reliable to follow correct procedures – are they likely to cut corners when not under close supervision ?
● what is the likelihood of personal assault ? Have background details on clients been checked ? Have other agencies previously involved with the client been consulted – they may have details of previous incidents of violent behaviour which they should share with other organisations whose staff may be put at risk?
● has the lone worker been given adequate training and information and **do records confirm this**? Where relevant, has the worker received Unisafe/Schoolsafe training (Suffolk County Council's standardised personal safety training package) ?
● are the arrangements adequate if a person becomes ill, has an accident, or there is an emergency ?
● could the lone worker administer first aid to him or herself – is the person trained in first aid and is there an accessible first aid kit ? Is there a possibility that an injury could be too severe for the person to deal with on their own ?
● does the lone worker know how to report incidents using the proper procedures and paperwork ?
● is the lone worker potentially vulnerable to accusations of impropriety of any kind ?
● might a worker begin their working period with others nearby, but routinely be working alone at the end of that period ?

Physical Considerations

● how will the workplace be accessed ? Workings at heights, in excavations or in a confined space (a special case) are examples where special equipment may be required. Equipment **must** be in good condition with records of maintenance etc. Precautions to prevent falls may be required.
● is the workplace in a remote location, in the sense that assistance is unlikely to be available from passers by ? Is the workplace in an isolated place within an otherwise relatively busy area ? Examples include:

the boiler room;
a separate kitchen block in a school;
a community education unit within a larger complex;
an 'oasis' point for staff without a specific office base, such as home based staff;
working at home.

● does the workplace or activity have higher, intrinsic risks than normal day-to-day situations. For example, is it excessively hot, or very cold, or could hazardous substances be present in the work area to the extent that the worker could become disoriented or overcome. COSHH assessments must be reviewed if they do not specifically take account of significant risks to lone workers;

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what is the condition of the workplace? Might conditions change while the work is being completed? Could lights be off, doors locked or equipment or furniture left obstructing walkways, floors slippery after cleaning, etc ? Might a hearing loop be switched off outside normal working hours? Does the fire alarm give visual as well as audible warnings?
● the lone worker may walk to and from their car before, during or after their working period? Though the person may not be "at work" they may be more vulnerable in terms of their personal safety. How good is the outside lighting?
● are all the welfare facilities (toilets, heating, telephone, drinking water, first aid, etc.) accessible during the lone working period?
● might the lone worker carry materials that could be attractive to a criminal – cash or high value/easily disposable equipment, etc ?
● will the lone worker be near to high value equipment or cash which could be attractive to thieves or vandals – is there a risk of contact with intruders?
● are the risks associated with any equipment used appropriate for a lone worker?
● are tools and equipment adequately maintained and records kept showing this?
● have reasonably foreseeable difficulties been considered (fire, power cut, extreme weather conditions, poor signal/flat batteries for mobile phones), including the least likely or worst case scenarios (vehicle accident)?
● in a building, would there be any difficulty if the lift stopped working?
● are members of the public likely to be on or around the site? Alcohol and drug use may make these members of the public unpredictable requiring staff to have well developed communication senses & skills for volatile situations. Cleaners, caretakers or security staff may be particularly vulnerable in terms of personal safety.
Once the above questions and others that may be relevant have been answered:
● record the findings of the assessment (a **sample record sheet** is available) and ensure that safe working arrangements **can be implemented**. Where necessary ensure appropriate instructions are given to the lone worker and that they are appropriately recorded.
● ensure the safe working arrangements **are in use**.
● set dates (including routine annual review, if relevant) for the review of the system of work.
● monitor **how well** the system is working **– speak to the people who use it.**

Records

Good records enable new members of staff, including new managers, to benefit from the learning and experience of previous post holders, as well as providing evidence of compliance with legal requirements and that adequate procedures have been properly set up. Periodic review enables the organisation to build on previous learning, apply new techniques and developments, and to ensure that good practice is being maintained even if nothing has changed since the original safe system of work was devised.

5 Suggestions for lone worker risk control

The following are pointers to solutions which managers may consider. Some of the solutions may fall into more than one category, but they are only listed once below.
Some solutions help to reduce risks by starting with an examination of the ways in which risks arise
These may lead to helpful alterations to the workplace or activities.
These include:
● Ensuring the workplace and facilities meet minimum acceptable standards; for example, the Workplace (health, safety and welfare) Regulations, Building Regulations, British Standards, and so on.
● Ensuring that premises related hazards are recognised and addressed at the design stage during building and alteration work.
● Crime Prevention Officers may be asked to visit and offer advice on premises and personal security;

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● Signs may be placed to indicate cash is not present on site which may discourage criminals. Similarly, where the public may be paying for good or services to a lone worker, ensure cashless transactions only are allowed or other payment arrangements are set up;
● Signs may be placed to inform visitors that aggressive or violent behaviour is considered unacceptable and may cause a legal or other response, including prosecution;
● CCTV can act as deterrent, as well as help to ensure that evidence of unacceptable acts is collected.
● Driver safety advice (from Police and Road Safety advisers) may help staff reduce the risks associated with being 'on the road'.

Some solutions reduce risk by ensuring lone workers are monitored whilst at work
These include:
● 2 way radios;
● mobile phones + electronic system based monitoring systems; The county council now has in operation a system which enables lone workers to feel secure in the knowledge that if they do not turn up when expected, or return home (in accordance with plans) the system will start a process that either provides assurance that all is ok, or that a search is necessary. This is a new and state of the art lone worker safety system.
● movement sensors (personal or room);
● attack alarm systems, 'panic buttons';
● signing in systems;
● patrols and monitoring visits by supervisors/buddies/others.

Others solutions may provide the lone worker with self-help or 'first aid' measures
These may be providing the means to raise an alarm, improve personal assertiveness and hazard recognition, and provide break-away or self-defence skills. Any of these may reduce the likelihood or severity of an undesirable event.
These include:
● personal safety alarms (screachers);
● Unisafe, Suzy Lamplugh Trust or other recognised personal safety training.

6 Definitions of terms used

Definition of Injury
The definition includes:
● All injuries or death. This also includes including those resulting only in pain or discomfort.
● Emotional damage and the hurtful effects of stress, verbal abuse, violence, harassment, bullying or discrimination.

What is an Incident?
An incident is any event in which injury (physical or mental) was **actually, or might have been caused**. The definition also includes events in which property or equipment damage was actually, or might have been caused. In overall terms, an incident should be reported if, in the circumstances, a reasonable person might conclude that the event was undesirable and working arrangements or procedures might need to be changed to prevent a recurrence. The definition includes discomfort arising from rapid and/or repeated movements, sustained uncomfortable posture due to workstation design or manual handling tasks. It also includes fires which are started deliberately and thought to be with malicious intent, or are unintended and unwanted, or which are started intentionally in the course of work activity but which get out of control. It doesn't include any other sort of fire, for example bonfires that remain under control.
Also included are dangerous occurrences and notifiable diseases, both of which are specifically defined in the RIDDO Regulations. 12

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Definition of near miss
A near miss is any event where, had the timing or location been slightly different, a reportable incident (as defined above) could have resulted. The key factors are whether action by management could have prevented the situation occurring and whether damage, including an injury was reasonably foreseeable.
Other agencies:
These could include any one or more of the following:
Social Care Services, Probation, Youth Offending Service, Drug Action Team, Community Safety Unit,
health services, Police, Community Education Service. This is not an exhaustive list, but contains the agencies most likely to have information they may share which may be useful in terms of risk assessment for individual customers or clients.
Ladder use and working at height (Schools Portal)
Help with basic risk assessment principles, see this HSE leaflet - Risk assessment

7 References and contacts

Violence at Work – a guide for employers (HSE leaflet)
Victims of Crime (Home office leaflet)
Educational Visits – Regulations and Guidance (Suffolk County Council)
Youth Strand Activities - Risk Assessment Procedures (Suffolk Community Education Service) [due 2004]
Successful Health and Safety Management (Health and Safety Executive) 2003
Teachernet article – “workplace violence”
Suffolk County Council & Suffolk Police joint publication –“dealing with abuse, threats and violence towards school staff” (on the Schools Portal).
Suzy Lamplugh Trust - a very useful organisation and web site, highly authoritative advice is available through this trust.
Unisafe/Schoolsafe - contact the Unisafe administrator for further information on 01473 265684 or unisafe@csduk.com

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Ranelagh Primary School
Pauls Road Ipswich IP2 0AN
Telephone: (01473) 251608
Email: admin@ranelagh.suffolk.sch.uk

Headteacher: Mrs O. Hopper

EDUCATION DIRECTORATE HEALTH AND SAFETY
LONE WORKING RISK MANAGEMENT: GUIDANCE
Appendix 1

"*Permit to Work*" for situations presenting Substantial Risks

The permit to work procedure (PTW) provides a formal and robust system which enables high levels of control over essential work activities which present substantial levels of risk. The procedure should prevent injury and near-miss incidents, as well minimising the risk of property damage events. A PTW is useful when the level of risk is high and where the conditions in which the work is undertaken may change suddenly. Unlikely but, nonetheless, foreseeable and significant risks must be considered. Appropriate control measures must be arranged **in advance of the work commencing**. The PTW document contains information which:

- Details the work to be done and specifies the type of PTW certificate in use, with a unique number for management and auditing purposes.
- Details the location and nature of the work.
- Ensures that other agencies are informed if their work may be affected by the PTW controlled activity.
- Identifies all the significant and foreseeable hazards.
- States the control measures, including any personal protective equipment, when relevant.
- Provides specific authorisation for the work to start and states the duration of the work.
- Sets out the arrangements to extend the work period, where additional time is required to complete the task.
- Sets up a procedure to manage cancellation or early termination of the work activity.
- Lists other relevant permits in operation (where other PTW controlled work might be affected).

A PTW system does not make a job free from risk; it operates so that high risk work is adequately managed and that the overall level of risk, after controls are in place, is acceptable. The law requires the employer to collaborate with its staff in determining the level of risk that is "acceptable", within the boundaries set by Parliament, society and the courts. Risk level is a somewhat subjective measure which takes into account the likelihood and severity of a specific undesirable outcome. The PTW arrangement enables work to proceed in circumstances which involve very unlikely but undesirable outcomes, and in which the severity of the injury that could result is unacceptably high. In such circumstances the law imposes a duty on the employer to take extra care to ensure the injury does not occur.

The risk to the worker may sometimes arise out of work related dealings with people (including colleagues and clients) whose behaviour may be unpredictable and difficult to control. Risks to the personal safety of employees in these circumstances are still subject to health and safety at work requirements. The employer must therefore make reasonable attempts to control these risks, whether they stem from:

- negligent behaviour,
- uncontrolled behaviour due to a medical condition,
- behaviour influenced by anger or other emotion due to extreme stress, etc.
- behaviour influenced by alcohol or other substances,
- behaviour related to criminal intent,

or any other dangerous activity.

Where support and emergency response arrangements for lone workers **are already established and proven to be effective**, it may be possible for PTW activities to be based on self-certification by the worker, together with a less rigorous authorisation procedure. Such arrangements should be subject to careful risk assessment in advance and agreement between management and staff, having taken detailed health and safety specialist advice.

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