



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

WORKING ALONE POLICY

It is recognised that, from time to time, it may be necessary for College employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the College on their own. The Governing Body and college will ensure, so far as is reasonably practicable, that staff and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

In such circumstances, the College will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in Site Manager's Office and on main staffroom noticeboard.

Any staff wishing to work outside normal College hours must have prior agreement/permission from the Headteacher or Director of Finance.

If there is a need for first aid support whilst working alone in the college the contact point is the Sports Centre where there is a first aider available during working hours and during evenings midweek.

Emergency contact during holidays. Site staff – these staff will respond to callouts and emergencies:

1. James Taylor
2. Tony Hepper

When SMT support is needed, the Headteacher should always be contacted, although the best SMT contact is:

1. John Wheldon
2. Lewis Eynon

During holiday periods the following should be adhered to:

- Site staff are to ensure that only the main entrance door and sixth form entrance door are unlocked for entry purposes.
- Any member of staff on site should advise the nominated member of staff when they are on-site and when they are leaving.
- Any member of the administration team on-site will collect a two-way radio from the Finance Office to take to their workplace. Office doors should remain shut and locked if leaving the area.

- Should assistance be required in the workplace then the Site Manager should be radioed.

All sub-contractors should report to the Finance Office from where site staff will be radioed.

All members of staff on site should wear their name badges.

PR/Sept08