LONE WORKING POLICY

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Ratified by Governors	
Review Date	November 2027

Context

Trustees are committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when central team staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally nonhazardous work activity.

Categories of lone workers

- Those responsible for opening, closing and securing the site
- Cleaning Staff
- Those who work in an isolated part of a building/school grounds
- Those responding to an alarm call out of normal school hours
- Those carrying out security checks during week-ends and holidays
- Those working during holiday/week-end periods
- Contractors working on site during week-ends and holiday periods • Those carrying out duties off-site – i.e. visits to students' homes etc.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Managing Risk

It is the responsibility of the CEO to ensure that all central staff members of staff have access to and are aware of this policy.

- Hazards identified will be evaluated by all relevant staff. Formal risk assessments will be introduced if the evaluation shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.
- Staff should seek the permission of the Headteacher for changes to known working practices / additional working alone in the buildings outside normal school hours.
- The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.
- Lone workers must be considered capable, by the Headteacher, of responding correctly in an emergency situation. • Staff should not enter the premises if there are signs of intruders but are advised to immediately call the police, council security force and a representative of the school.
- Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure.
- Staff must not place themselves in danger by challenging intruders but should call the police for assistance.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a colleague, relative / friend with a telephone contact number (Head Teacher, School Business Manager, Site Manager, Caretaker) to call if the lone worker fails to return home at the expected time.
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- Staff and Contractors should have access to a first aid kit suitable for treating minor injuries.
- If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.
- Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow the 'Working at Height Procedures' contained 'Safe Use and Inspection of Stepladders/Ladders')

Control measures prior to the visit:

- Staff employed through school follow the school policy
- Anyone central team staff conducting any lone working MUST carry on their person a mobile phone
- Lone working whenever possible must be recorded in own electronic calendar
- While lone working staff must sign in and out
- Ensure appropriate clothing is worn.
- Be aware of where you park your car; street lighting and sheltered or obscure locations.
- Be aware of trouble spots in the local area
- Should the need arise, ensure you have a plan for getting out of the home safely.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Executive Headteacher.