



LONE WORKING POLICY

Policy Reviewed	Spring 2025
Policy Adopted by Board of Trustees:	Spring 2016
Date of Next Review	Spring 2026
Responsible Officer	Joanne West
Signed on behalf of the Board of Trustees:	S Ruffell

LONE WORKING POLICY

1. General Statement

This Trust recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in identifying and managing/mitigating those risks. Any questions regarding the operation of this policy should be directed to the Headteacher of the individual academy.

2. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the normal workplace, or when working outside normal business hours.

3. Legal Position

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act which requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations.

4. Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, these are addressed with hierarchy of control. The following factors will be considered:

Risk of violence - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.

Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

Work at height - Working at height will not be undertaken when working alone.

Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.

Access and egress - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

5. Control Measures

Lone working is only permitted after being approved by the Academy Headteacher. The Lone Working Policy and lone working sections of the Job Role Risk Assessments **must** be read before undertaking any lone working.

In order to manage the risks identified, the following control measures are in place:

Risk of violence:

- Staff must ensure that doors are secure during access and egress.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during normal occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff must not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Prior arrangements must be in place for working during holiday periods and agreed by Line Manager.
- Site staff must follow the controls identified in the site supervisor role specific risk assessment when undertaking key holding duties across the Trust.
- Staff who are required to work off site for home visits must follow the school specific procedures. Approval from the academy Headteacher is required before visits are carried out.

Communication

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone at all times when lone working.

- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

For those working on our premises, first aid kits are available on each site.

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone or a landline phone to contact the Headteacher/Deputy Headteacher. Please ensure that you have contact numbers. In the event of no contact by the member of staff, clear escalation procedures are in place specific to each school site and are identified within the role specific risk assessments.

Access and egress:

Staff are required to consider weather conditions before coming into, and while at, work.

6. Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons

7. Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

8. Line Managers

It is the responsibility of the headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way the Headteacher must ensure that a new risk assessment is carried out.

They also need to ensure that any lone worker follows good working practices and safe systems of work.

9. Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the Trust's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.