



# Chalk Ridge Primary School

## Lone Working Policy

Agreed and adopted: November 2016,2017,2018

Reviewed: November 2021

Next review: November 2023

Lone workers are those employees who work by themselves without close or direct supervision and as such, come under the school's health and safety at work policy.

The following situations are covered by this policy:

- Site manager or last employee in the building/locking up
- Employees working outside of normal working hours
- People attending out of hours meetings/functions
- Contractors

There is no legal prohibition to working alone, however any hazards must be identified, risk assessments carried out and measures put into place to control any risks. All employees should consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible all staff are made aware of this policy and the procedures required for lone working. Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any teacher, admin staff or teaching assistant wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site they should follow these guidelines:

### **Guidance**

Lone workers must not knowingly put themselves at risk and should follow these guidelines:

- Ensure that someone is aware that you are working alone and that you keep in regular contact and/or have given an expected time of return
- Ensure that external doors are kept closed and locked
- Have a mobile phone to hand or access to the phone in the office

- When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders
- If leaving the building at night after a function/meeting try to leave with others
- Lock the doors and close the windows to prevent intruders.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police.
- Do not confront intruders or unauthorized users unless you are sure it is safe to do so
- Notify the Headteacher, site manager or police if there is any sign of intrusion or if you are concerned about unauthorized users
- Do not work at heights on a ladder or steps.
- Do not go spaces in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Know the location of the nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Cars should be parked close to the entrance.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone. E.g. epilepsy All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures e.g. Fire

### **Risk Assessment**

It is the responsibility of the Health and Safety Co-ordinator/Headteacher to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will consider the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history.

Hazards identified will be evaluated by the Health and Safety Co-ordinator/Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment 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.

**Linked Policies**

Health and Safety Policy  
Security on Site Policy

**We can check that this is working by:**

- Annual discussions and reviews with staff who frequently undertake lone working