



Lone Working Policy

September 2023 – Nina Burton
Reviewed January 2025 – Rae Snape

Lone working Policy

The Governing Body at Milton Road Primary school is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. This includes a number of approaches ensuring that the school environment is tidy, pleasant and inviting, that line managers are supportive and kind, that wellbeing is a priority and the school is closed up for the evening at 6:20pm at the latest so that colleagues are encouraged to have a cut off to their working day and can go home to rest and restore.

It is the policy of the school that lone working is actively discouraged and alternatives should be investigated. However, it is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Categories of lone workers

At Milton Road Primary School, a lone worker will most probably fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied building
- ◆ Those who work in an isolated part of a building/school grounds
- ◆ Those responding to an alarm call out after normal school hours

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.

Risk Assessment

It is the responsibility of the Headteacher to ensure that all members of staff have read and understood the Lone Working Policy & undertaken a Risk Assessment.

A risk assessment must be undertaken for each Lone Worker / lone working episode.

Hazards identified will be evaluated by the Headteacher/Health and Safety Coordinator 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.

Contractors will be given a copy of the Lone Working Policy & Risk Assessment and will be required to complete an assessment relevant to the work they are undertaking before starting work. The Contractor is required to fully comply with all aspects of the relevant Health & Safety Legislation whilst working on site at Milton Road primary School

Controls

Staff should seek the permission of the Headteacher / Lead Governor for Health & Safety to work alone in the building outside of normal school hours. Apart from the Headteacher, only the Caretaker – Julian Blakeman – have keys for the whole building.

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 of responding correctly in an emergency situation by the Headteacher. Whenever possible it is recommended that staff work with a partner.

Staff should not enter the school premises if there are signs of a break in or intruders. Normally the intruder alarm will have been activated, Britannia Alarms, who monitor the alarm system, are first call key holders and would call the police.

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 or vandals 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 and record on their risk assessment their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher, Deputy Headteacher, 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.

Contractors should have access to their own 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, wherever possible.

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 are potentially hazardous given their own level of experience and the nature of the task.

Staff working at height in an isolated building must follow Milton Road Primary School's Working at Height Procedures.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

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 Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of the Headteacher any aspect of work related risks.

The Headteacher and/or Lead Governor for Health and Safety will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Policy Approved September 2023

Reviewed January 2025