

Lone Working Policy



Approved by:	Governing Body
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Last reviewed on:	September 2024
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Next review due by:	September 2025
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LONE WORKING POLICY

There are times when staff need to work alone in the school. All staff should take responsibility for their own safety and always inform the Head Teacher, or another named person of when they will be working alone, and when they have finished.

CATEGORIES OF LONE WORKERS

A lone worker will most probably fall within one of the following categories:

1. Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings.
2. Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
3. Staff who are key-holders.

KEEPING SAFE IN THE SCHOOL.

- Any person working alone in the school will not allow anyone else to enter, unless they are sure the caller is known to them, and they consider it safe to be alone with them. The front door should be kept locked when working alone in the building.
- The first person to enter the building in the morning must ensure that it is safe to do so, if the alarm is ringing or there are signs of forced entry no one must enter the building alone. The person must wait until another member of staff is present and also inform the school staff of the situation and find another person to accompany them. If it is considered unsafe to enter the building the Police must be called, then the Head Teacher must be informed.
- All Fire doors must be checked to ensure they are not locked with the master key. If so, all doors must be unlocked to ensure safe exit in event of an evacuation. Fire doors should be kept clear and unblocked when anyone is in the building.

Anyone working alone in the building should have a buddy system in place so that they phone or text when they are leaving.

- When someone is working alone in a room, they should always tell someone where they are.
- When working alone in the building it is important to be aware of the risks associated with working with machinery, electrical equipment, hazardous substances etc. Whenever possible these should be kept to a minimum.
- No one will use ladders or work at height when alone in the building.
- When it is dark, security lights will be on around the outside of the building. If anyone notices that the lights are not working properly, they should report it to the Head Teacher immediately.
- Any incidents or accidents must be reported to the Head Teacher immediately.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Lone Working - Risk Assessment

Lone working	Assessment by: Andy Mack	Date: 13/07/2023
	Manager Approval: Mary McKeeman	Date: 13/07/2023

What are the hazards?	Risk (Who might be harmed and how?)	Control Measures (What are you already doing?)	What further action is necessary?
Medical Conditions	<ul style="list-style-type: none"> Lone worker 	<ul style="list-style-type: none"> Staff members are not permitted to enter the school building alone should they be aware of any pre-existing medical conditions that could mean they are at risk of needing medical assistance and not able to seek help. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness. 	Nil
Entering the building	<ul style="list-style-type: none"> Lone worker 	<ul style="list-style-type: none"> Staff members MUST contact their line manager before entering the school building. If you are unable to make contact, you are NOT allowed to access the building. 	Nil
Whilst inside the building	<ul style="list-style-type: none"> Lone worker Lone worker 	<ul style="list-style-type: none"> Lone workers should not undertake any activities which present a significant risk of injury. When exiting the building, lone workers MUST make contact with 	Nil

What are the hazards?	Risk (Who might be harmed and how?)	Control Measures (What are you already doing?)	What further action is necessary?
Exiting the building		<p>their line manager or other nominated manager to advise they have left the building.</p> <p>Lone workers can be defined as anyone who works by themselves without close or direct supervision. Cleaning staff may be regular lone workers, but teaching/support staff may also work in an isolated classroom/offices after regular hours or during holiday times.</p>	N

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