Lone Working Policy 2025/26

Review		
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Signed	Adele Lord-Laverick	

School Ethos

Lord Gowthorpe's is committed to ensuring that staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds or cleaning staff may be required, or choose, to work alone or in isolated situations. This, however, may introduce risks for a normally non-hazardous work activity.

Lone working

For the purposes of this policy, lone working will be defined as a situation 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.

Within Lord Gowthorpe's, there are various work activities that may result in staff members working alone; for example:

1. Staff that are required to work alone for all or most of the time, such as cleaning staff working at night or early morning.

2. Staff staying on to finish urgent 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 or who are left to turn out the lights, set the alarm and lock up the premises after everyone else has gone home.

4. Peripatetic workers whose work involves travelling or home visits to service users.

5. Staff on home visits alone

Risk Assessment

It is the responsibility of the Health and Safety Co-ordinator together with the Head Teacher 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 take into account the type of tasks undertaken, the environment, health and safety instruction and training received in addition to the individual's medical history.

Hazards identified will be evaluated by the Health and Safety Co-ordinator 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 the opportunity by the Health and Safety Co-ordinator to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

Protocol

Staff should seek the permission of the Principals to work alone in the building outside of normal school hours. The experience and training of staff and the activities to be undertaken will be taken into consideration before allowing lone working. Whenever possible it is recommended that staff work with a colleague and ensure that they are aware if they are to be in a lone working situation, for example if a colleague had previously been on site but had subsequently left. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Staff Responsibilities:

Staff members have a duty of care for themselves and anyone else who could be affected by their actions. Therefore, they have a responsibility to ensure that they:

· Are aware and follow all policies or procedures. · Always plan ahead.
· Are fully aware of the risks when working alone. · Do not put themselves in potential danger.

· Ensure that they have made themselves aware of the nearest place of safety.
· Be aware of the on-site security procedures.
· Ensure that access is available to personal alarms/mobile phones or some form of

personal communication.

All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers keep a mobile phone with them and a school wireless phone (in the event of own mobile losing signal) in case of an emergency. Staff completing home visits as a Lone Worker should ensure that someone is aware of the address/family to be visited.

Site security must be maintained at all times, however staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff must not put themselves in danger by challenging intruders or vandals.

All staff receive training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, must follow the school's fire and evacuation procedures in case of an emergency. Staff are responsible for making themselves familiar with and following the school's safety procedures and knowing the location of safety equipment.

Contractors are responsible for assessing their own risk and for providing their own first aid kit, suitable for treating minor injuries.

Lone workers should not undertake activities that involve the handling of money (such as being handed dinner/trip money in the family home). They should not undertake activities that involve working at height or any task that has been identified as medium risk (such as moving heavy or unstable objects). They should not undertake any activities that are identified as high risk (such as entering the home where suspected or known violence, drug or alcohol misuse has taken place) 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 appropriate Working at Height procedures.

It is the responsibility of all school personnel and contractors to be aware of and to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Health and Safety Co-ordinator. 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 and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Lord Gowthorpe's 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. Staff should be proactive in bringing to the attention of the Principal / Health and Safety Co-ordinator any aspect of work-related risks.

This policy will be regularly reviewed and amended as necessary. Following any incident, a thorough investigation will be carried out and its findings used to inform change to procedures and working practices.