



**Astbury St Mary's Primary School**

# Lone Working Policy

**Approved for Issue: Summer 2018**

**To be reviewed: Summer 2021**

## **Astbury St Mary's School - Lone Working Policy**

### **Introduction**

The school recognises that there are occasions when teaching, support, administrative, caretaking, cleaning or other staff / governors may be required to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual. This policy sets out the approach to identifying these risks and managing them.

### **Definition**

A lone worker is someone who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the school or working outside normal school hours.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.

### **Policy**

The policy of the school is that lone working should be avoided whenever possible. In practice, this means that only members of the caretaking and cleaning staff will be working alone on a regular basis.

### **Risk Assessment**

The Headteacher ensures that a Lone Working Risk Assessment is undertaken and that members of staff are aware of the content. The following factors are taken into consideration:

- Risk of violence. All lone working situations are assessed for the risk of physical or verbal threats.
- Plant and equipment. All equipment used by lone workers is assessed for its suitability for use by one person.
- Chemicals. Any chemicals used are assessed for their suitability for use by those working alone.
- Working at height. Working at height is not undertaken when working alone.

### **Procedures**

In order to minimise the risks from lone working, the following measures are taken:

- Staff seek the permission of the Headteacher before working alone on the school premises outside normal school hours.
- Staff do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.
- Staff ensure that someone is aware that they are working alone and either give them an expected time of return or keep in regular contact.
- Mobile phones can provide a level of security and peace of mind, but are not solely relied upon. If carrying a mobile phone, Staff check the battery charge level and signal strength.
- Lone workers check that all external doors are kept closed and locked.
- If leaving the building at night after a meeting or function, staff leave with others.

- Lone workers do not confront or challenge unauthorised persons or intruders, unless they are sure it is safe to do so.
- If there are any signs of unauthorised access or unauthorised persons on site, the Headteacher, a senior member of staff, or the police are contacted.

### **Further Information**

Further information on lone working can be found in the HSE publication “Working Alone”.  
<http://www.hse.gov.uk/pubns/indg73.pdf>

### **Dissemination**

The Policy is available on the school web site and a paper copy is held in the main school admin office. A short summary will be included in the school prospectus. The policy and schemes of work will be available on request to parents, LA, OFSTED and others working for the school, through the Head teacher.

### **Reviewing the Policy**

This policy will be reviewed every three years by the head teacher and monitored by the Resources Committee of the Governing Body. Changes may be made to ensure that the Policy is relevant and up to date.