

Lone Working Policy

Date of Policy	Review Date	Policy Written by:	Date Shared with Staff	Date Shared with Local School Board
November 2026	No later than three years following publication of the policy	Mrs Selina Ratchford (Headteacher)	November 2026	November 2026

Lone Working may occur in the early morning/ evening, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others; hazards in the workplace or the lack of help should an accident or illness occur.

This policy has been devised to reduce these risks to a minimum and should be followed by all staff.

The nature of any school means that it is often necessary/useful for staff to work unaccompanied on site. Whilst this is the case the school has taken steps to minimize this time by providing all teachers with laptops (to enable them to complete paperwork off the premises) and regular Planning, Preparation and Assessment time during school hours.

However in order to access paper documents, clean the premises and to prepare the school for the opening of each term it is sometimes necessary for staff to work alone.

Before deciding to work alone
All Staff should:

- See if there is another staff member who will be working in the building during the same period.
- Inform the Headteacher of their intentions

All staff working alone must consider and follow these guidelines:

Avoid leaving tell-tale signs that you are alone, for example:
-Single light left on
-Entering the building alone when being observed by anybody suspicious

The following activities are not to be undertaken when working alone:

- Working at height
- Manual handling of loads
- Use of power tools

Staff must take the following precautions:

- Have a telephone in the room with them - the school wireless phone can be used if the employee does not have a mobile phone
- Have a list of SLT telephone numbers and the numbers of other key holders with them
- Lock the entrance once they have entered
- Text a member of SLT to tell them that they have arrived in the building and when they leave.
- Tell someone (partner, friend, parent) where they are and what time they expect to return home
- Give someone a phone number they can contact you on
- Ensure they are aware of the location of the torches – in case of power cuts
- In the case of the cleaner – follow all Health and Safety rules as stated on any cleaners or hazardous chemicals or cleaning equipment

A list of telephone numbers of the Headteacher and SLT is given out to all new staff and is located in the teachers Handbook.
If staff need help when working alone they should call them or, in the case of emergencies dial 999 and ask for the appropriate emergency service!

All staff who may work alone are required to read and sign the Lone Working Risk Assessment

Risk assessment: Lone Working

Location: School Site		
Assessment conducted by: Selina Ratchford	Job title: Headteacher	Covered by this assessment: All staff, pupils and visitors

Related documents
Health and Safety Policy, Fire Safety Risk Assessment, Fire Safety Policy

Risk rating		**Likelihood of occurrence**		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major physical injury, harm or ill-health.	High (H)	High	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	High	Medium	Low (L)
	Minor Causes physical or emotional discomfort.	Medium	Low	Low

Hazard	Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
Lone Working: Person working alone – range of ways from high working to slip/trip etc	Working in school alone / in isolated locations – possibility of accident, injury, delayed assistance in emergency	M	Lone workers to read lone working policy Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height) Notify manager/head teacher of start time and when finished. Reduce time spent working alone so far as is reasonably practicable. Means to summon assistance close to hand, mobile phone carried. Notify staff on site of location / estimated duration of task if working on site remote from others. Adequate security in place. Access to site controlled e.g. through coded doors etc. Ensure all external doors / windows secured to prevent unauthorised access. Do not allow access to unknown callers. External lighting is adequate	Yes	Headteacher	June 2025	L
Lone Working: Person with higher risk: -Expectant Mothers -Inexperienced staff	As above	M	Consideration given to staff at increased risk and lone working activities avoided where practicable.	Yes	Headteacher	June 2025	L

Relevant employees who need to be informed of this risk assessment (employees to sign when they have read).

Name (employee):	**Signed:**
Name(Line Manager):	**Signed:**