



## **Lone Working Policy**

Version	Date	Author	Changes
1.0	7 <sup>th</sup> June 2024	N Bowker	Created Policy
1.1	22 <sup>nd</sup> January 2026	R Martin	Amended Names

## **1. Introduction**

The Supreme Start School recognises that some staff are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an Employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances.

However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

*This policy applies to both teaching and support staff, so some lone working arrangements may be more suitable than others for different individuals.*

## **2. Scope of the Policy**

This policy applies to all situations involving lone working arising in connection with the duties and activities of all staff. This includes temporary workers, visiting staff and those employed on a casual basis. It should be read in conjunction with the school's Health & Safety Policy and Child Protection and Safeguarding Policy.

The Health and Safety Executive (HSE) define lone workers as those 'who work by themselves without close or direct supervision'. 'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises, e.g. caretakers
- People work separately from each other, e.g. in different locations
- People working outside normal hours, e.g. cleaners

Those working away from their fixed base where:

- One worker is visiting another agency's premises or meeting venue
- One worker is making a home visit to an individual
- One worker is working from their own home

## **3. Aims of the Policy**

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable

- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone
- Encourage full reporting and recording of all adverse incidents relating to lone working
- Reduce the number of incidents and injuries to staff related to lone working

#### **4. Responsibilities**

**The Headteacher** is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working
- Providing resources for putting the policy into practice
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed

**Line Managers** and **Health and Safety Representatives** are responsible for:

- Ensuring that all staff are aware of the policy
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees
- Identifying situations where people work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own
- Ensuring that risk assessments are carried out and reviewed regularly
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, and updating and refreshing this training as necessary
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents
- Ensuring that appropriate support is given to staff involved in any incident
- Providing a mobile phone, and other personal safety equipment, where this is felt to be desirable

**Employees** are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Following guidance and procedures designed for safe working
- Reporting all incidents that may affect the health and safety of themselves or other and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone

- Seeking the permission of the Headteacher before working alone on the school premises outside normal school hours
- Ensuring they 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.

## **5. Guidance for Risk Assessments of Lone Working**

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

## **6. Good Practice for Lone Workers**

- During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back at school
- If, in the course of a trip away from school, plans change significantly, this should be communicated back to the school office
- Telephone contact between the lone worker and a colleague may also be advisable
- Staff should avoid meeting clients alone at the workplace
- When this is unavoidable, staff must make a risk assessment and obtain the prior agreement of their line manager who will make any arrangements to ensure their safety. This should be recorded in the meeting room diary, giving contact details of the person who is being met
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary
- Occasionally, risk assessments may indicate that lone workers need training in first aid
- In general, staff should never work alone with a student and should never transport a student on their own

## **7. Monitoring Safety Issues**

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, to the School Business Manager. This includes incidents of verbal abuse.
- During supervision, line managers will ask staff working on their own whether there are any safety concerns that are not being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.

## Lone Working Risk Assessment

<b>Activity / Process / Operation</b>  <b>(If the activity or process is complex it may require more than one risk assessment)</b>  Lone working	
<b>Identify the hazards (anything that can cause harm):</b>  Working in school alone / in isolated locations – possibility of accident, injury, delayed assistance in emergency	
<b><u>Who</u> might be harmed and <u>how</u>? <sup>1</sup></b>  Person working alone – range of ways from high working to slip/trip etc	<b>Estimate Risk Level (H/M/L) now <sup>2</sup></b>  <b>M</b>
<b>What measures are in place to reduce the risk? <sup>3 4 5 6 6 7 8 9 10</sup></b> <ul style="list-style-type: none"> <li>• Lone workers to read lone working policy</li> <li>• Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height)</li> <li>• Notify manager/head teacher of start time and when finished.</li> <li>• Reduce time spent working alone so far as is reasonably practicable.</li> <li>• Means to summon assistance close to hand, mobile phone carried.</li> <li>• Notify staff on site of location / estimated duration of task if working on site remote from others.</li> <li>• Adequate security in place.</li> <li>• Access to site controlled e.g. through coded doors etc.</li> <li>• Ensure all external doors / windows secured to prevent unauthorised access.</li> <li>• Do not allow access to unknown callers.</li> </ul>	<b>Estimate Risk Level now <sup>11</sup></b>  <b>L</b>

<sup>1</sup> Consider the number of people exposed

<sup>2</sup> Estimate initial risk High, Medium or Low

<sup>3</sup> Has all the health and safety information been obtained including policies, procedures etc?

<sup>4</sup> Can the hazard be eliminated or safer substitution achieved?

<sup>5</sup> Consider all necessary control measures including procedural and technical controls

<sup>6</sup> Are controls to the required standard and regularly maintained?

<sup>6</sup> Have emergency action plans been considered?

<sup>7</sup> Is training and instruction adequate and information available?

<sup>8</sup> Is supervision adequate?

<sup>9</sup> Is PPE required?

<sup>10</sup> Is health surveillance required?

<sup>11</sup> Estimate risk level achieved – High, Medium or Low

<ul style="list-style-type: none"> <li>External lighting is adequate</li> </ul>	
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<p><b>What further action is needed to reduce the risk? (State actions)</b></p> <p>Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.</p>	<p><b>Specify dates</b></p> <p>As necessary</p>
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**Relevant employees who need to be informed of this risk assessment (employees to sign when they have read).**

Name	Signature	Name	Signature
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	

**Monitoring Arrangements** (eg Before each use/occasion, during handover/staff meeting, weekly, monthly, quarterly, annually during site inspection etc)

**Staff to be reminded of policy prior to each holiday**

**Review Date/Frequency**

Termly

**Name of Assessor: Katie Brockington**

**Job Title: Headteacher Date  
of Assessment:**

**Signed:**

(Manager/Head of Establishment/Setting)

**Name:**

**Date:**