



Lone Working Policy

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The Trinity Partnership Lone Working Policy

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

Risk of violence:

- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give ideally 24 hours' notice to the head teacher/caretaker before lone working or as soon as possible prior to arriving and in all circumstances to notify, either after hours or through holiday periods. The school will be locked during these periods.
- Staff attending alarm activations will only attend either with a mobile phone in their possession and after alerting another person to where they are going. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry, police support must be gained before entering the school.

Communication: Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

For those working on our premises, first aid kits can be found in the medical room.

Emergency procedures:

If a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the caretaker, head teacher, key holder, or the emergency services.

Access and egress:



The Trinity Partnership Lone Working Policy

Staff are required to consider weather conditions before coming into and while at work.

- The worker - The medical fitness of workers working alone will be assessed.
- Access and egress - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.



The Trinity Partnership Lone Working Policy

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

Line Managers

It is the responsibility of the head teacher, to monitor the tasks being carried out by staff. They are responsible for ensuring that any tasks described in **Unacceptable Lone Working** section is not carried out by one person alone.

If the nature of the task's changes in any way, he/she must ensure that a new risk assessment is carried out.

They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Head teacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.