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The John Moore Primary School  
&  
Little Foxes Playgroup

# ***Lone Working***

## School Policy

Version:	1.3		
Review Cycle:	Annually		
Approval Level:	Governing Body, Individual Governor or Head Teacher		
Revision History:	Created October 2019 (1.0) Revised October 2020 (1.1) Reviewed March 2022 (1.2) Reviewed April 2023 (1.3)		
Approved By:	Individual Governor/Headteacher	Date:	April 2023

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## **1 Introduction**

The Governors at The John Moore Primary School and Little Foxes Playgroup recognise 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.

## **2 Scope of the policy**

This policy applies to all situations involving lone working arising in connection with the duties and activities of staff.

'Lone workers' include:

Those working at the school/playgroup where:

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

Those working away from the school where:

- One worker is visiting another school/setting or meeting venue.
- One worker is making a home visit to an individual.
- One worker is working from their own home.

## **3 Aim 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

Governors are 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; and
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.

The Headteacher is 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 decide 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; and
- Ensuring staff have access to a mobile phone, and other personal safety equipment, where this is felt to be desirable and to keep this on their person.

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 others 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/playgroup premises outside normal school hours; and

- Ensuring they do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school/playgroup occupancy times, or when there are other members of staff on site.
- If staff are lone working and feel threatened by an individual, they are advised to call 112 or 999

## **5 Risk Assessment**

All staff shall be made aware of the Lone Working Risk Assessment, which will be available on request.