



Frizinghall Primary School

# Lone Working Policy

Approved by the governing body on: \_\_\_\_\_ Autumn 2 2023

To be reviewed: \_\_\_\_\_ Autumn 2 2026

Signed on behalf of the governing  
body: \_\_\_\_\_ *D.Servant*

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

### **Categories of lone workers**

- Those responsible for opening, closing and securing the site
- Cleaning staff
- Those who work in an isolated part of a building/school grounds
- Those responding to an alarm call out of normal school hours
- Those carrying out security checks during weekends and holidays
- Those working during holiday/weekend periods
- Contractors working on site during weekends and holiday periods
- Those carrying out duties off-site – i.e. visits to students' homes etc.

### **Definition of Lone Working**

Staff who engage in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency are identified as lone workers.

### **Risk Assessment**

If a lone working risk assessment is required, it is the responsibility of the SBM (School Business Manager)/Headteacher to ensure that all members of staff have read and understood the risk assessment.

- Hazards identified will be evaluated by the SBM for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school
- As required, contractors will be given a copy of their lone working risk assessment and will receive the appropriate health and safety information.
- Staff should seek the permission of the Headteacher to work alone in the buildings outside normal school hours.

- The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.
- Lone workers must be considered capable, by the Headteacher, of responding correctly in an emergency situation.
- Staff should not enter the premises if there are signs of intruders but are advised to immediately call the police and a representative of the school.
- Staff should lock doors, as appropriate, when lone working and ensure that areas of the school not in use are kept secure.
- Staff must not place themselves in danger by challenging intruders but should call the police for assistance.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a school telephone contact number e.g. Head Teacher, Deputy Head Teacher or Site Manager's school mobile to call if the lone worker fails to return home at the expected time.
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- Staff and contractors should have access to their own first aid kit suitable for treating minor injuries.
- If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.
- Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow the school's working at height procedures

## **Home Visiting**

It is standard school practice for two members of staff to complete a home visit; however, it is recognised that, on occasions, staff may complete a home visit alone.

Before conducting any home visit, the following must be considered:

- Is a home visit the most appropriate way of dealing with the issue?

- Have the pupil's records been checked to see if any previous violent incidents have been recorded? This is an aspect that should be recorded confidentially
- Is it known who will be present on the visit including visitors and other family members?
- If there are concerns about a particular visit, two members of staff must attend

#### **Control measures prior to the visit:**

- When making an appointment to visit, the time and date of the visit must be clearly logged either with the office/ a senior leader. This allows others to raise concerns if staff do not return or contact the office at the expected time.
- Ensure appropriate clothing is worn. No long earrings, long scarves or ties.
- Staff must consider where they park their car, if using it, and be aware of street lighting and sheltered or obscure locations.
- On each visit take a school mobile phone.
- Consider what is taken into the visit. Are handbags, purses/wallets, laptops required? Or would a note pad, pen, relevant forms and mobile phone be sufficient?
- Should the need arise, staff must ensure they have a plan for getting out of the home safely. If staff are in any doubt when they get to the house – do not enter.

#### **During and after a home visit:**

- Staff should wear their work ID badge or carry it with them
- Staff should never give members of the public their personal contact details e.g. home telephone number, addresses or vehicle details.
- Assess and report any safeguarding concerns to the DSL/ a Deputy DSL
- Consider household pets and animals in the home (ask for them to be kept in a room away from the meeting)
- Consider general standards of hygiene. Hand sanitiser is available through school.
- Staff should always carry a charged school mobile phone and have a number stored of a colleague/ the school office who can be contacted in an emergency.
- Staff should never undertake home visits during severe weather periods as this could have an adverse effect on travel arrangements.

**It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher.**