Cherry Tree Trust

Lone Working Policy - School Employees

This policy and procedure has been produced by One Education's HR and People service. The HR and People team provides management and HR support and advice to schools and academies purchasing their services under an agreed Service Agreement. For further information please contact the HR and People team via the HROne Helpline: 0844 967 1112 (local rate from landline) or HROne Helpline Email: hrpeople@oneeducation.co.uk Website: www.oneeducation.co.uk

This document is recommended for adoption by all schools including community, voluntary controlled, community special, maintained nursery, foundation, foundation special, voluntary aided, academies and free schools. References in this document to the Headteacher include a reference to an academy or free school Principal.

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Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented. The HR and People team regularly reviews all policies and procedures which are recommended to schools/academies to ensure compliance with education and employment legislation including the Equality Act 2010. Consultation with schools/academies is an important part of this review process. Headteachers, Principals and Governing Bodies are asked to contact the HR and People team via the HROne Helpline if they believe there are any negative equality impacts in their school/academy in relation to the application of this policy/procedure.

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1. Introduction

1.1 The governing body of Newall Green Primary School is committed to ensuring the safety, health, and wellbeing of all staff and to maintaining an environment in which staff can work safely.

1.2 Lone working may be necessary in certain roles or circumstances. The governing body recognises that lone working can increase the risk to the health and safety of employees.

1.3 This policy is designed to comply with the following legislation and guidance:

- Health and Safety at Work etc. Act 1974 (HSWA)
- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Working Time Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Confined Spaces Regulations 1997
- Working at Height Regulations 2005
- HSE guidance on lone working and risk management.

1.4 The Headteacher and governing body are ultimately responsible for the health and safety of employees, while employees have a duty to take reasonable care of themselves and others, and to comply with safety instructions.

1.5 Contractors working on site will be provided with this policy and must carry out risk assessments relevant to their work in line with UK legislation, including CDM Regulations 2015.

2. Definition of Lone Worker

2.1 A lone worker is any employee who works in isolation from colleagues, inside or outside the school premises. This includes:

- Working alone on-site outside normal hours
- Visiting other sites or schools alone
- Working from home alone
- Driving or attending off-site meetings alone

2.2 Lone working does not inherently contravene the law, but risks must be assessed and controlled.

3. Expectations of Lone Working

3.1 Lone working must be pre-approved by the Headteacher or designated Senior Leader.

3.2 Staff should avoid lone working where possible. If unavoidable, the following measures must be taken:

- Undertake a risk assessment for the task (see Appendix A).

- Implement appropriate control measures to mitigate risk.
- Maintain clear communication procedures with a designated contact.

3.3 If risks cannot be adequately controlled, lone working must not proceed.

4. General Procedures

4.1 All lone workers must sign in/out using school procedures.

4.2 Staff must carry a mobile phone or other communication device.

4.3 Managers must know the location, planned tasks, and expected duration of lone working.

4.4 Staff should advise a family member or friend of their intended arrival/departure when working off-site or outside normal hours.

4.5 A designated base contact must be available at all times to respond to emergencies or if contact is lost.

4.6 Staff should arrange for periodic check-ins during periods of lone working.

5. Access Outside Normal School Hours

5.1 Staff accessing the school during holidays or out-of-hours must:

- Obtain approval from the Headteacher
- Provide reason, expected duration, and location
- Ensure risk assessments and control measures are in place

5.2 Base contacts must be agreed for all out-of-hours work.

5.3 If a lone worker feels ill or fatigued, they must stop work immediately and contact the base contact or, if unavailable, a family member/friend.

6. Emergency Procedures

6.1 Lone workers must have access to first aid kits and know the locations (First Aid Room, School Administrator Office, Staff Office, etc.).

6.2 For minor injuries, administer first aid following training.

6.3 For serious emergencies, call 999 or NHS 111 (non-emergency).

6.4 All incidents must be logged and reported in line with RIDDOR 2013 where applicable.

7. Training

7.1 Staff must receive training on:

- Lone working risks
- Control measures from risk assessments
- Emergency procedures
- Use of first aid equipment

7.2 Training must be documented, and refreshed periodically.

7.3 Staff are responsible for applying training in practice and following this policy.

8. Hazard Identification

Potential hazards include:

- Violence or intruders
- Manual handling
- Unsuitability of individual for lone work (medical or other issues)
- Chemicals (COSHH)
- Fire risks, working at height, confined spaces
- Stress or isolation-related mental health risks

Control measures will be implemented for each hazard identified in risk assessments.

9. Control Measures

9.1 Violence:

- Do not allow unauthorised visitors on site
- Avoid meetings outside normal hours
- Secure unused areas
- Do not advertise lone working on social media

9.2 Manual Handling:

- Only lift items you are comfortable handling
- Manual handling training provided as needed

9.3 Individual Suitability:

- Notify Headteacher of medical conditions impacting lone work
- Occupational Health referral if necessary
- Ensure familiarity with school health & safety procedures
- Explicitly address risks for young persons, new or expectant mothers, and disabled employees

9.4 Chemicals (COSHH):

- Only use chemicals for which training has been received
- Risk assessment required before use

9.5 Fire Safety:

- Ensure emergency exits are accessible
- Know evacuation routes and procedures

9.6 First Aid:

- Access to trained personnel or first aid kits must be available

10. Unacceptable Lone Working Practices

10.1 The following are **never allowed**:

- Working at height
- Heavy or bulky manual handling
- Using kitchen equipment alone
- Entering confined spaces
- Operating machinery without training
- Entering premises with intruders or responding to alarms without assistance

10.2 Failure to comply may result in **disciplinary action**, in line with staff procedures.

11. Monitoring and Review

11.1 Risk assessments and training will be **reviewed at least annually**, or after any incident.

11.2 Lone working practices will be monitored for effectiveness, and updates made as needed.

11.3 A failure to adhere to policy this may lead to disciplinary action being taken.

Newall Green Primary School

LONE WORKING RISK ASSESSMENT

Employee Name:	**Manager Name:**
Job Title:	**Job Title:**
Department:	

Risk Assessment conducted by:	**Date completed:**	**Review date:**

Hazard Identified	**Existing Controls**	**Additional Controls required**	**Person Responsible**	**Date control to be implemented**	**Date completed**
List any potential risks associated with carrying out the activity/ role as part of lone working	What measures are already in place to minimise the identified risk?	List any additional controls identified that must be implemented to	Identify and agree the person responsible for implementing the		

Eg. Does the activity involve the use of chemicals? *Does the activity require working at height?* *Is the individual required to open and secure the premises alone?*		minimise the identified risk	additional control measures		

Employee and Responsible Manager should meet to review the risk assessment once all identified actions have been implemented

Signature of employee:	**Date:**	**Signature of Manager:**	**Date:**

Appendix 2

Lone Working Quick-Reference Checklist

Always follow this checklist when working alone:

1. Pre-Work Approval

- Obtain approval from Headteacher or Senior Leader before working alone.
- Ensure risk assessment for the task has been completed and control measures in place.
- Confirm base contact is aware of your location and expected work duration.

2. Before Starting Work

- Sign in/out according to school procedures.
- Carry a mobile phone or communication device.
- Check emergency exits, first aid kits, and safety equipment are accessible.
- Inform a family member or friend if working off-site or out-of-hours.

3. During Lone Working

- Follow all health and safety policies.
- Do not allow unauthorised visitors onto site.
- Do not conduct high-risk tasks alone (see Section 10 of the policy).
- Avoid meetings with the public outside normal hours.
- Only handle loads and equipment you are trained for.
- Use chemicals only if trained and risk assessment completed.

4. Emergency Procedures

- Minor injuries → use first aid kit.
- Major injuries or danger → call 999 immediately.
- Non-urgent medical advice → call 111.
- Report all incidents per RIDDOR 2013 if applicable.
- If unable to contact base, notify a family member or friend.

5. Unacceptable Lone Working Tasks

- Working at height
- Heavy or bulky manual handling
- Using kitchen equipment alone
- Entering confined spaces
- Operating machinery without training
- Entering premises with intruders or alarms without help

6. If You Feel Unsafe or Unwell

- Stop work immediately.
- Contact base out-of-hours contact or Headteacher.
- Do not attempt high-risk tasks if fatigued, ill, or unsure.