

Audlem St. James CE Primary School

Lone Working Policy & Procedures

Date of Policy: September 2011

Date of Review: September 2013

Co-ordinator: Miss J.Oliver

Lone workers are those employees who work by themselves without close or direct supervision and as such, come under the school's health and safety at work policy. The following situations are covered by this policy:

- ❖ • Site manager or last employee in the building/locking up
- ❖ • Employees working outside of normal working hours
- ❖ • People attending out of hours meetings/functions
- ❖ • Contractors

There is no legal prohibition to working alone, however, any hazards must be identified, risk assessments carried out and measures put into place to control any risks. All employees should consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible all staff are made aware of this policy and the procedures required for lone working.

Procedures

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- ❖ • Ensure that someone is aware that you are working alone and that you keep in regular contact and/or have given an expected time of return
- ❖ • Ensure that external doors are kept closed and locked
- ❖ • Have a mobile phone to hand or access to the phone in the office
- ❖ • When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders
- ❖ • If leaving the building at night after a function or meeting try to leave with others
- ❖ • Do not confront intruders or unauthorised users unless you are sure it is safe to do so
- ❖ • Notify the headteacher, site manager or police if there is any sign of intrusion or if you are concerned about unauthorised users

In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone. E.g. epilepsy

All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures e.g. fire