	With God we grow to live life in all its fullness	
Lone Working Policy	**Issued**: October 26	**Issued by**: T Howarth - Headteacher
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Feckenham CE School

Lone Working Policy

Date Policy Reviewed:	October 2026	
Date Approved By Governing Body:	October 2026	
Signed Headteacher:		Tanya Howarth
Signed Chair of Governors:		Julie Grieve
Review Date:	November 2026	

General Statement

The Governing Body is committed to ensuring all staff, volunteers and contractors enjoy a safe working environment at Feckenham C.E. Primary School.

We recognise that there are occasions when people may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity. Where lone working takes place, appropriate control measures and risk assessments will be considered to ensure risks are reduced as far as reasonably practicable.

Definition

Identifying Lone Workers

The Health and Safety Executive's definition of a lone worker is:

"Those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base".

Examples of employees who may be classed as lone workers include:

- Staff with responsibility for opening up and closing buildings
- Staff working outside normal working hours
- School staff working during holiday periods
- Staff working in an isolated part of the building

(This list is by no means exhaustive.)

Legal Position

Lone working is not covered by any specific legislation, but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that:

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees"

and

"It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his/her acts or omissions at work; and as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with".

The school recognises its duty to assess and manage risks associated with lone working. Appropriate risk assessments will be undertaken where activities present an increased level of risk.

Potential Hazards of Lone Working

People who work alone will of course face the same risks in their work as others; however, they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
- Violence or the threat of violence.

- Fire.
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment.
- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in).

Steps can be taken to reduce the risks of all these events.

Control Measures

In order to manage the hazards identified, we have introduced the following control measures.

Lone working should be avoided where reasonably practicable. Where lone working cannot be avoided, staff must follow the control measures outlined below in order to reduce risk and help ensure their safety.

Dangers

- 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.
- Staff attending alarm activations will only attend either with police support or in pairs. 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.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let a family member, friend, colleague or line manager know when you are coming into work, where you will be working, how long you expect to be on site and when you expect to leave. Contact the same person to confirm that you have left safely.
- Comply with fire evacuation procedures.

First Aid

First aid kits can be found in classrooms throughout the school and in the main office. Staff working alone should ensure they have access to a telephone at all times and know how to summon assistance in an emergency.

Emergency Procedures

In the event that a lone worker becomes unwell, has an accident or encounters an emergency situation, they should contact the emergency services where necessary and then inform their nominated contact and/or the Headteacher as soon as possible.

Access

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

Unacceptable Lone Working

The following activities must not be undertaken whilst lone working unless a specific risk assessment has identified suitable control measures:

- Working at height.
- Manual handling of heavy or bulky items.
- Transporting injured persons.
- Accessing or working within the cellar.
- Tasks involving potentially dangerous equipment or machinery.
- Activities assessed as requiring more than one competent person for safe completion.

Work-Life Balance

All staff are reminded about the importance of maintaining a healthy work/life balance.