



LANESEND PRIMARY SCHOOL  
LOVE LANE, COWES  
ISLE OF WIGHT PO31 7ES  
TEL & FAX: 01983 293 233  
E: ADMIN@LANESENDPRI.IOW.SCH.UK  
WWW.LANESENDPRIMARY.IK.ORG



# Lanesend Primary School

## Lone Working Policy 2021

### Health and Safety Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Trustees)

Review Date: May 2022 (Yearly)

Reviewed By: Headteacher, Site Manager and Money  
Group

# Lanesend Primary School

## Lone Working Policy

### Introduction

Lone workers are those employees who work by themselves without close or direct supervision.

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, i.e. weekends and holidays
- 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.

As a school, we always try to ensure that there is more than one employee on site at any one time. 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.

### Purpose of Policy

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation and to describe the procedures which will minimise such risks.

### 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. The main front door has a key pad entry system.
- 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
- As staff are leaving the building after lone working, they should contact the Headteacher via a phone call or text message to let them know that they have left the building. Contact should be made once the school has been locked.
- If leaving the building at night after a function/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 head teacher, site manager or police if there is any sign of intrusion or if you are concerned about unauthorised users.
- Do not enter the building alone if there is evidence that it has been broken into; staff must wait for back up

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

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

### **Staff Responsibilities**

It is the responsibility of the head teacher to:

- Ensure that all staff are aware of this policy and that procedures are adhered to through a system of monitoring lone working, i.e. through a signing in system
- Establish times when staff can work in school 'out of hours', i.e. in the holidays without lone working. This can be achieved by asking staff to only work in school in the holidays when the Site Manager is at work or to arrange to come into school with another person.
- Ensure that all safety checks are maintained, i.e. testing of fire alarms and maintenance of emergency exits

All staff should:

- Exercise appropriate levels of personal safety awareness;
- Communicate concerns and report accidents, incidents or 'near-misses';
- Ensure you use any equipment or procedures put in place for your safety;
- Report any failures in systems or equipment provided for your safety;
- Familiarise yourself with the above procedures for lone working and supporting risk assessments;
- Advise the Headteacher of any circumstances that may affect their ability to work safely (e.g. relevant medical issues);
- Ensure that you support any lone worker monitoring systems where directed to do so, i.e. signing in and out of building
- Ensure family members have work emergency contact details where necessary.

### **Home Working**

Staff are not required to work at home. If they request to work at home for a specific reason i.e. online training, it is their responsibility to ensure that they operate to the same standards and procedures applicable on school premises.

During the current pandemic there are times that staff are required to work from home when directed to by the Government or Headteacher or when staff have been advised to isolate due to symptoms, as positive test or being in contact with a person or child who has tested positive.

Staff working from home must ensure that confidential conversations are happening away from other household members. They must also ensure any paper documentation is kept away from other household members. All staff are to use remote access and save to the network drives, not personal devices including hard drives of any computer system and USB drives. If a laptop or USB was stolen or lost, there is no risk of a data breach. Staff must ensure their laptop is locked if they step away from the screen, to ensure confidentiality to other household members.

Staff working at home can use their personal mobile phones for phone calls only, but withhold their number from view using private calling. Staff are not permitted to use their personal email or messaging services to converse with families or children. Best practice is to use a school device where possible.

## Appendix 1

“From the HSE Website”

### **Can a person be left alone at their place of work?**

There are no absolute restrictions on working alone; it will depend on the findings of a risk assessment.

There are two main pieces of legislation that will apply:

The Health and Safety at Work etc Act 1974: Section 2 sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.

The Management of Health and Safety at work Regulations 1999: Regulation 3 states that every employer shall make a suitable and sufficient assessment of -

- the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

Although there is no general legal prohibition on working alone, the broad duties of the HSW Act and MHSW Regulations still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

Control measures may include instruction, training, supervision, protective equipment etc. Employers should take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place. Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the control measures that should be taken. This helps the lone worker's employer to assess the risks.

Risk assessment should help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include some high-risk confined space working where a supervisor may need to be present, as well as someone dedicated to the rescue role, and electrical work at or near exposed live conductors where at least two people are sometimes required.

Lone workers should not be at more risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and ask questions such as:

Does the workplace present a special risk to the lone worker?	No
Is there a safe way in and a way out for one person?	Yes
Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?	Ladders should not be used when working alone
Can all the plant, substances and goods involved in the work be safely handled by one person? Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.	Yes, Persons not to lift above individual capability
Is there a risk of violence?	Possibly – unauthorised visitors
Are young workers especially at risk if they work alone?	No
Is the person medically fit and suitable to work alone?	Yes
Is there a suitable and sufficient procedure in place for lone working?	Yes
What happens if the person becomes ill, has an accident or there is an emergency?	Contact with emergency services, management other team members, via mobile phone. Text to the Headteacher when working alone on entry and exit. Headteacher to raise alarm if time on site for a specific task is not completed within a reasonable time. Headteacher will also raise if it is necessary to complete the task at that time and alone.