

St Helena's Church of England Primary School

*It is our responsibility to learn and achieve our dreams as a family.
Opening minds, widening horizons and developing a better world.*

**Valuing Community, Compassion, Endurance, Friendship, Hope, Respect,
Thankfulness, Wisdom**

Lone Working Policy

1. Policy Statement

St Helena's is committed to ensuring the health, safety, and welfare of all staff members, including those who may be required to work alone. This policy outlines the procedures and responsibilities to manage the risks associated with lone working effectively.

2. Purpose

The purpose of this policy is to:

- Protect staff who may work alone from potential risks.
- Ensure safe practices are in place for individuals working alone.
- Provide clear guidelines for staff on lone working procedures.

3. Scope

This policy applies to all employees, volunteers, and contractors of St Helena's who may be required to work alone, including:

- Teachers conducting after-school activities.
- Administrative staff working late.
- Maintenance staff carrying out repairs outside of regular hours.

4. Definitions

Lone Working: Refers to situations where staff work alone without direct supervision or colleagues present.

5. Risk Assessment

- All lone working situations must be assessed for risk.

- Risk assessments should identify potential hazards, the likelihood of incidents, and control measures to mitigate risks.
- The Headteacher will conduct and review risk assessments annually or whenever there is a change in circumstances.

6. Procedures for Lone Working

6.1. Identification of Lone Workers

- Staff members who may work alone will be identified and informed of this policy.

6.2. Communication

- All lone workers must have a means of communication (e.g., mobile phone) to contact emergency services or colleagues if needed.
- Staff should inform the Headteacher when working alone and message the Headteacher when they are no longer in the building.

6.3. Safe Working Practices

- Staff should ensure that all safety measures are in place before starting work alone.
- Staff must avoid high-risk tasks when working alone and seek assistance when necessary.

6.4. Training

- Staff members required to work alone will receive appropriate training on safety procedures and emergency protocols.

6.5. Emergency Procedures

- All staff must be aware of emergency procedures, including evacuation routes and how to report incidents.
- Lone workers should have access to first aid and emergency contact numbers.

7. Monitoring and Review

- This policy will be reviewed annually to ensure its effectiveness and compliance with health and safety legislation.
- Staff feedback on the policy and procedures will be encouraged to improve safety measures continuously.

8. Responsibilities

8.1. Headteacher

- Ensure compliance with this policy and the overall health and safety management of the school.
- Identify staff who may work alone and ensure risk assessments are completed and communicated.

8.2. Employees

- Follow the procedures outlined in this policy, report any concerns, and participate in training.

9. Conclusion

St Helena's is dedicated to providing a safe working environment for all staff members, including those who may work alone. This policy aims to minimise risks and ensure that all staff can work safely and confidently.