



Lone Working Policy 2024

Date	Actions taken	Person responsible
19.01.16	Policy agreed	Management committee
08.05.17	Policy updated	Darren Coult
14.11.18	Policy reviewed	Management Committee
06.04.21	Policy reviewed	FLT
23.06.21	Policy reviewed and agreed	Management Committee
25.04.22	Policy ratified	F&R Committee
22.04.2024	Policy ratified	F&R Committee

1. Introduction

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose to work alone or in isolated situations. This, however, may introduce risks for a normally non-hazardous work activity.

2. Definition and Categories of lone working

We define lone working as where someone is engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Across the Queens' Federation, a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied part of the building.
- Those who work in an isolated part of school grounds.
- Those who work in school outside of normal school hours.
- Site staff carrying out maintenance activities*

*Higher risk activities while lone working such as working from height or working with machinery should not be undertaken as a lone working activity.

3. Risk Assessment

It is the responsibility of the Business Manager to ensure that our Lone Workers Risk Assessment is reviewed regularly and that members of staff are aware of the content of this as well as the risks of lone working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safe instruction and training received and the medical history of any individual we know may be at increased risk.

New hazards identified will be evaluated by the Finance and Resources Committee and Business Manager for the likelihood of causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate.

Contractors will be expected to provide their own Lone Working Risk Assessment and to discuss the nature of the perceived risks with our Federation Business Manager or Caretaker before working on the school site. Measures will be taken to reduce any risks and ensure sensible working practices are adhered to.

It is unlikely that staff will regularly work on the school sites without the Caretakers being aware of their being in school and taking the necessary steps to check they are safe. However, both sites are large and it is easy to feel isolated, particularly if someone is working on site either early in the morning, late at night or during weekends or the holidays.

All staff and contractors are asked to follow the steps outlined in Appendix 1 to ensure their safety when working on site.

The Queens' Federation respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger and would encourage them to do so. They can also advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher and/or the Business Manager any aspect of work related risks. It is the responsibility of all Federation personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

4. Review

The Business Manager and Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Appendix 1 – Lone Working Protocol (March 2022)

(for all those working in school during holidays, early in the morning or late in the evening)

1. All Federation personnel are reminded about the importance of maintaining a healthy work/life balance in relation to lone working.
2. Any member of staff working in school during weekends or the holidays should sign in and out at the main reception so the Caretaker is aware who is on site. (At Queen Edith the signing in sheet will be on the bench outside the school office; at Queen Emma it will be on the window ledge of the internal office window.)
3. Staff engaged in lone working should keep mobile phones with them if working in an area not supplied with an external phone line.
4. All lone working staff should establish their own checking in system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Business Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.
5. Staff should try to minimise the amount of time they spend lone working outside of regular school hours. Where possible, staff working in school during holidays, early in the morning or later in the evening should avoid long periods of isolated working (e.g. by working in the staff room, in a room with a colleague, or checking in periodically with another nearby adult).
6. Staff working in outside mobiles or in otherwise isolated parts of the school should be particularly mindful of the risks of lone working and are encouraged to move to a less isolated space wherever possible.
7. In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, they should keep each other informed about their movements.
8. Staff should not work alone at any time if they have medical conditions that might cause incapacity or unconsciousness.
9. Staff should activate door security systems when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
10. Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.
11. Staff will receive information to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
12. Lone workers including contractors should not undertake: activities that involve the handling of money; working at height; working with machinery; any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the tasks. Staff working at height in an isolated building must inform the Caretaker or Business Manager.

Appendix 2

