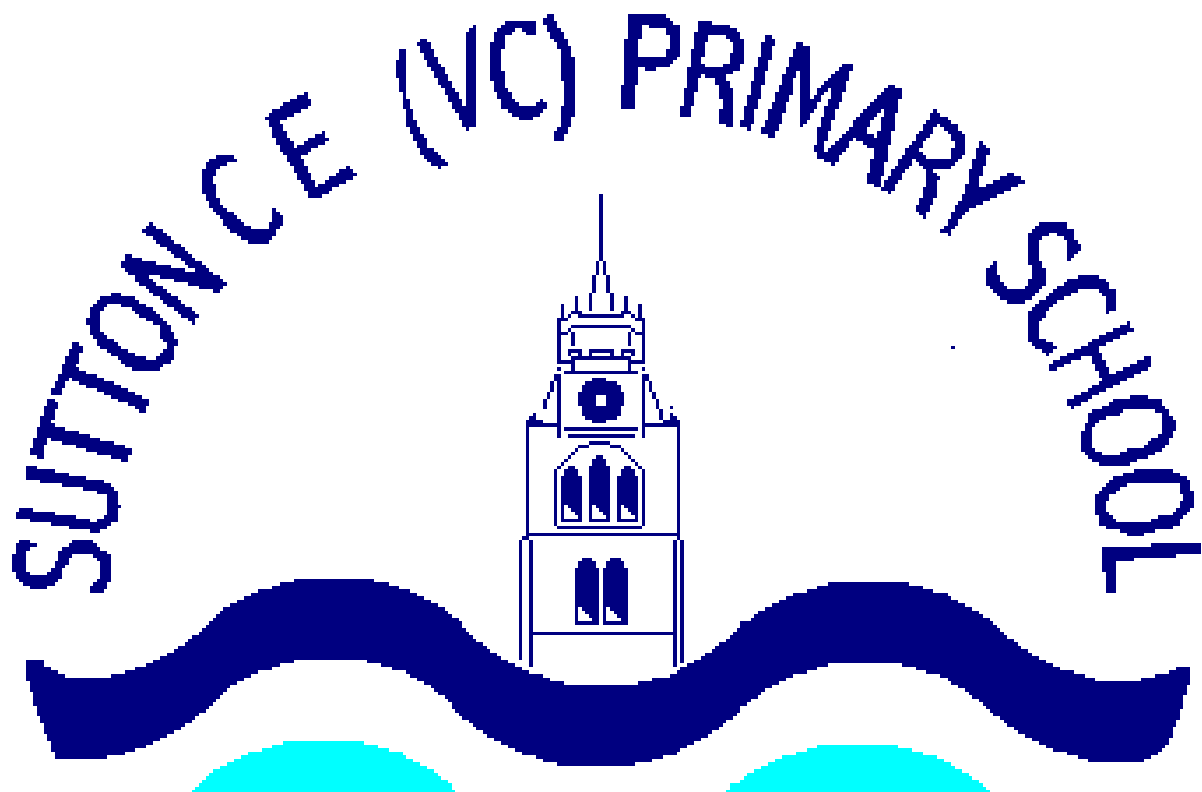




SUTTON CE (VC) PRIMARY SCHOOL

Lone Working Policy

July 2026



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 and maintenance 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.

Definition of Lone Working

Where staff are 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.

Examples include:

- Opening or closing the school site.
- Working on school premises outside normal hours.
- Working during school holidays.
- Attending meetings or visits away from school.
- Working in isolated areas of the school.

Categories of lone worker

Within Sutton CE (VC) Primary School 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 responding to an alarm call out after normal school hours

Risk Assessment

It is the responsibility of the Headteacher to ensure that an annual Health and Safety and Risk Assessment is undertaken 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 safety instruction and training received and the individual's medical history. Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the opportunity by the Headteacher to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher. Whenever possible it is recommended that staff work with a colleague.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should activate the door security system 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.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number e.g. the Headteacher's mobile phone number to call if the lone worker fails to return home at the expected time. It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training 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 for Users other than School Personnel'. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, 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 task. Staff working at height in an isolated building must follow Sutton CE (VC) Primary School Working at Height Procedures.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

Responsibility

The Headteacher will:

- Ensure lone working risks are assessed.
- Put appropriate control measures in place.
- Provide suitable information, instruction and training.
- Review incidents and concerns relating to lone working.

Employees are responsible for:

- Following this policy and any risk assessments.
- Taking reasonable care of their own health and safety.
- Reporting concerns, incidents and near misses.
- Following agreed communication and reporting arrangements.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns about Health and Safety to the Headteacher.

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.

Staff should be proactive in bringing to the attention of the Headteacher any aspect of work related risks. The Headteacher 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.

Activities Not Normally Undertaken Alone

Unless specifically risk assessed and authorised, lone workers should not undertake:

- Work at height.
- Hazardous maintenance activities.
- Manual handling of heavy loads.
- Tasks involving hazardous substances.
- Any activity requiring more than one person for safe completion.

Safeguarding

All staff must comply with the school's safeguarding and child protection procedures.

Staff should avoid situations where they are alone with a pupil unless this is necessary, appropriate and in line with school safeguarding arrangements.

Emergencies and Incident Reporting

In the event of an emergency, staff should:

- Contact emergency services if required.
- Contact the designated school emergency contact.
- Follow school emergency procedures.

All accidents, incidents and near misses must be reported promptly and recorded in accordance with school procedures.

Monitoring and Review

This policy will be reviewed as required or following:

- Significant incidents.
- Changes to legislation or guidance.
- Changes to school operations.