St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Lone Working Policy**
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Contact:	governors@stjohnandstnicolasschools.org.uk
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1.1	*17.07.23*	*FGB Minutes 17.07.23*	*First paragraph re vision added, changed reference to school business managers to singular*	*July 2024*
1.2	*21.10.25*	*FGB Minutes 21.10.25*	*Update format, dates, version number. Number items.*	*Sept 26*
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St John and St Nicolas Schools Federation
Lone Working Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does.
It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1: Introduction
The federation recognises that there are occasions when teaching, support, administrative, caretaking, cleaning or other staff may be required to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual. This policy sets out the approach to identifying these risks and managing them.

2: Definition
A lone worker is someone who spends some, or all, of their working hours working alone. This may occur during normal working hours at an isolated location within the school, or working outside normal school hours.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.

3: Policy
The policy of the federation is that lone working should be avoided whenever possible. In practice, this means that only the school business manager, caretaker and contracted cleaners will be working alone on a regular basis.

4: Risk Assessment
The school business manager will carry out an annual lone working risk assessment of each school and all members of staff will be made aware of the content. The following factors are taken into consideration:

- Risk of violence. All lone working situations are assessed for the risk of physical or verbal threats
- Plant and equipment. All equipment used by lone workers is assessed for its suitability for use by one person
- Chemicals. Any chemicals used are assessed for their suitability for use by those working alone
- Working at height. Working at height is not permitted when working alone

5: Procedures
To minimise the risks from lone working, the following measures are taken:

- Staff seek the permission of the executive headteacher before working alone on the school premises outside normal school hours except for those who usually work alone
- Staff do not arrange meetings with parents or members of the public when lone working unless this is agreed with the executive headteacher in advance
- Meetings must be arranged during school occupancy times, or when there are other members of staff on site unless this is agreed with the executive headteacher in advance
- If a member of staff will be going into school alone, they must message the head of school to make them aware they will be there and then message again at the end of their stay
- If a member of the senior leadership team is due to go into school alone they make another member of the senior leadership team aware
- All staff should be aware of the process and protocols such as ensuring they have a mobile phone with them and ensuring that the front door has shut properly and they are aware of all safety precautions
- Mobile phones can provide a level of security and peace of mind but must not be solely relied upon. If carrying a mobile phone, staff check the battery charge level and signal strength
- Lone workers check that all external doors are kept closed and locked
- If leaving the building at night after a meeting or function, staff leave with others, where it is possible to do so
- Lone workers do not confront or challenge unauthorised persons or intruders, unless they are sure it is safe to do so
- If there are any signs of unauthorised access or unauthorised persons on site, the executive headteacher, head of school, or the police are contacted

6: Further Information
Further information on lone working can be found in the HSE publication “Working Alone”: http://www.hse.gov.uk/pubns/indg73.pdf