

Lone Working Policy

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Chair of Governors	Katherine Russell
Date Reviewed	February 2025
Date ratified by LGB	March 2025

Renewal date	March 2027
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Contents

	Page
1. Introduction and definition	2
2. Legal position and school policies	2
3. Risk Assessments	3
4. Control measures	3
5. First aid	4
6. Unacceptable lone working	5
7. Responsibilities	5

1. Introduction and definition

The aim of this document is to identify the principle Health and Safety risks to school staff.

Beechwood School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy, should be addressed to the Headteacher

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur:

- During normal working hours at an isolated location within the normal workplace
- During normal working hours conducting home visits
- When working outside normal business hours

Beechwood school core hours are from between **07:30** and **18:30**.

Outside of school core hours are before **07.30**, after **18.30** and at weekends and during school holidays.

2. Legal Position and school policies

Beechwood school's duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act which requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees.

Similar duties are owed to other workers, such as agency staff. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations.

Please also see the Health and Safety Executive advice on lone working:

<https://www.hse.gov.uk/lone-working/index.htm>

Associated school policies:

Joint Health & Safety Policy

[First Aid Policy](#)

[Off-Site Activities Policy](#)

[Beechwood School's Staff Handbook](#)

[Schelwood Trust's Staff Health & Wellbeing Policy](#)

[Child Protection and Safeguarding Policy](#)

3. Risk Assessments

The risk assessment covers work currently undertaken alone, where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Departments are to consider these risks as part of their department risk assessments. The following factors will be considered:

- Risk of violence: All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with students, members of the public and/or cash handling
- Plant and equipment: The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height: working at height must not be undertaken when working alone.
- Chemicals: Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone, in conjunction with a risk assessment and material safety data sheet.
- Access and egress: Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.
- Medical suitability: Any concerns about an individual's ability to work alone due to health conditions will be reviewed with the individual and further medical advice sought. Due consideration will be made to the Equalities Act and any reasonable adjustments that can be implemented.
- Mental health and well-being: Prolonged lone working can impact an individual's state of mind. Supervision and regular check-ins will gauge this.

Also see: Joint Health & Safety Policy

4. Control measures

Staff are first required to avoid lone working wherever possible by arranging to work in pairs or as a group. Anything outside of this can only be with the agreement of the Headteacher.

Ongoing staff CPD will ensure staff understanding of the associated risks and implement control measures effectively.

Employees must ensure that:

- All lone working at weekends and school holidays must be pre-arranged with the school SLT and the site team informed by logging with the Pinnacle helpdesk
- They have given at least the 10 working days notice period required by Pinnacle in order to access the school premises outside of the core school hour
- They adhere to the adopted safe working practices and procedures
- They log in/out of school using the school biometric system doing this every time they enter and leave the building. Colleagues that are unable to do this should sign in and out with the main reception

- They have pre-arranged monitoring system in place with regular contact points
- They have means of contact available at all times. This will usually be a mobile phone
- Any home visits alone are 'door step' only, pre-arranged and adhering to the monitoring system above
- Staff are required not to arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school core hours or when there is more than one member of staff on site for the duration of that meeting
- Late staff meetings must be arranged so as to finish promptly and so as not to leave one member of staff alone on site
- Staff are required not to approach or let into the buildings unauthorised persons when lone working
- Deliveries must not be accepted when lone working
- Staff are required to consider weather conditions before coming into and while at work
- PFM cleaning staff will inspect rooms after their shifts to ensure no staff are present and as a final check, the cleaning supervisor will systemically check the entire school for safety and security before vacating the premises.
- All accidents, incidents or near misses are reported as soon as possible.

Please also see:

Joint Health & Safety Policy

[Off-Site Activities Policy](#)

[Beechwood School's Staff Handbook](#)

[Schelwood Trust's Staff Health & Wellbeing Policy](#)

[Child Protection and Safeguarding Policy](#)

4. First aid

Staff should be aware of where the nearest First Aid box is located.

Staff should ensure emergency first aid can be summoned.

Location of first aid kits:

- Main adult reception/medical room (plus grab bag, plasters and ice packs)
Student Services
- Science labs and prep room (plus plasters and eyewash facilities)
- PE Department
- Food Technology room
- Technology
- Swimming pool
- ICT Office (Crescent)
- Minibus x 2

Location of defibrillators:

- Main reception
- Student services
- There are three further located on the ArbourVale side of the site

Please also see:

Joint Health & Safety Policy

[First Aid Policy](#)

5. Unacceptable lone working

The following activities are not to be carried out by lone workers under any circumstances:

- Any working at height.
- DT Machines must not be used when lone working
- Manual handling of heavy or bulky items
- Use of the kiln is prohibited when working alone
- Use of the kitchen deep fat fryer is prohibited when working alone
- Use of the swimming pool
- Transport of injured persons - this must only be undertaken by emergency services
- School trips without another allocated adult

Please see also:

Joint Health & Safety Policy

[Off-Site Activities Policy](#)

[Beechwood School's Staff Handbook](#)

[Child Protection and Safeguarding Policy](#)

6. Responsibilities

Headteacher

It is the responsibility of the Headteacher to monitor the tasks being carried out by staff.

Line manager

These duties may be delegated to the line manager of the individual who is responsible for keeping the headteacher, and in her absence the senior deputy headteacher, aware of lone working practices within the school.

In particular, Beechwood line managers are responsible for ensuring that any tasks as described in section 6, are not carried out by one person alone.

If the nature of the tasks change in any way, he/she must ensure that a new risk assessment is carried out.

They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence.