



Nourishing the fitrah of each unique child

Lone Working Policy

Updated: January 2025	Review date: January 2026	Policy Coordinator: Hawwa Mbombo
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Adopted: January 2025

Review: January 2026

Lone Working Policy

Unique Academy recognises that some staff may be required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances.

However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

This policy applies to both administrative, teaching and support staff, so some lone working arrangements may be more suitable than others for different individuals.

Scope of the Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of all staff. This includes temporary workers, visiting staff and those employed on a casual basis. It should be read in conjunction with the school's Health & Safety Policy and Safeguarding and Child Protection Policy.

The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'. 'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises, in the Reception office e.g. school administrator
- Only one person is working on the premises inside the main school, e.g. cleaner, teaching staff
- People work separately from each other, e.g. in different locations
- People working outside normal hours, e.g. cleaners

Those working away from their fixed base where:

- One worker is visiting another agency's premises or meeting venue
- One worker is making a home visit to an individual
- One worker is working from their own home

Aims of the Policy

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone
- Encourage full reporting and recording of all adverse incidents relating to lone working
- Reduce the number of incidents and injuries to staff related to lone working

Responsibilities

The Trustees are responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working
- Providing resources for putting the policy into practice
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed

The Headteacher is responsible for:

- Ensuring that all staff are aware of the policy
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees
- Identifying situations where people work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own
- Ensuring that risk assessments are carried out and reviewed regularly
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone
- Ensuring that staff identified as being at risk are given appropriate information, instruction and training, including training at induction, and updating and refreshing this training as necessary
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents
- Ensuring that appropriate support is given to staff involved in any incident
- Providing a mobile phone, and other personal safety equipment, where this is felt to be desirable

Staff are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Following guidance and procedures designed for safe working
- Reporting all incidents that may affect the health and safety of themselves or other and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone
- Seeking the permission of the Headteacher before working alone on the school premises outside normal school hours
- Ensuring they do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.

Guidance for Risk Assessments of Lone Working

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

Personal Safety for Staff in Reception Area

Staff, for example, the school administrator works alone in the Reception area of the school premises, which is a shared space between the other tenants of the building. Therefore, members of the public on occasions may use the lift that is located inside the Reception area.

To ensure the personal safety of staff working in the Reception area:

- Staff will complete 'personal safety' training to gain awareness of how to keep themselves safe
- The Headteacher or site manager will make regular check-ins on the staff member's wellbeing
- Will avoid, where possible, to leave the staff member alone with just one other member of the public who is not there on school related business
- Keep a safety buzzer, alarm or safety device
- The staff member will not keep personal possessions in the Reception area
- Keep the office desk clear of personal information and computer locked, when popping out of the Reception area

Good Practice for Lone Workers

- During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back at school
- If, in the course of a trip away from school, plans change significantly, this should be communicated back to the school office
- Telephone contact between the lone worker and a colleague may also be advisable
- Staff should avoid meeting visitors or contractors alone at the workplace
- When this is unavoidable, staff must make a risk assessment and obtain the prior agreement of their line manager who will make any arrangements to ensure their safety. This should be recorded in the meeting room diary, giving contact details of the person who is being met
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary
- Occasionally, risk assessments may indicate that lone workers need training in first aid
- In general, staff should never work alone with a pupil

Monitoring Safety Issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, to the Headteacher. This includes incidents of verbal abuse.
- During supervision, the Headteacher will ask staff working on their own whether there are any safety concerns that are not being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.



Lone Working Checklist

Name of employee:

Job Title:

Date:

No.		Check box if YES
1	Has the worker received suitable training to carry out the task or activity?	<input type="checkbox"/>
2	Is the worker medically fit to undertake the task?	<input type="checkbox"/>
3	Has the worker sufficient information about the job, equipment or substances?	<input type="checkbox"/>
4	Does the work involve handling dangerous equipment or substances that require supervision?	<input type="checkbox"/>
5	If cash is being handled, will they be at risk of violence?	<input type="checkbox"/>
6	Have they been fully trained in strategies for the prevention of violence?	<input type="checkbox"/>
7	Do they know how to control and defuse potentially violent situations?	<input type="checkbox"/>
8	Is there adequate provision for first aid?	<input type="checkbox"/>
9	Does the worker have the appropriate PPE and are they trained in its use?	<input type="checkbox"/>
10	Are there facilities to be able to contact the worker at all times?	<input type="checkbox"/>
11	Are there suitable arrangements for the worker in the event of an emergency?	<input type="checkbox"/>
12	Have plans been made to keep in touch with colleagues?	<input type="checkbox"/>
13	Is there a means for them to contact line managers, including an alternative?	<input type="checkbox"/>
14	Are they in possession of emergency contact numbers?	<input type="checkbox"/>
15	Is the access to, or exit from, the workplace safe and well lit?	<input type="checkbox"/>
16	Does the workplace present special risks for someone on their own?	<input type="checkbox"/>
17	Do the arrangements cover out of hours working?	<input type="checkbox"/>
<i>For mobile staff only;</i>		
18	Do they leave an itinerary with another member of staff?	<input type="checkbox"/>
19	Are personal attack alarms provided where they are appropriate?	<input type="checkbox"/>
20	Do they carry forms for reporting incidents, including violence or threats of violence?	<input type="checkbox"/>
Comments and further actions required:		

Prepared by:

Date:

Signature:



Lone Working/Personal Safety Incident Report Form

Staff Member's Name:	Area of school premises:
Date and time of incident:	
Name of witness/adults present:	
Description of the incident (what happened):	
Actions taken:	
Next Steps:	
Staff Member's signature:	
Headteacher's signature:	

