Luston and Shobdon Community Primary Schools Federation

including Luston Nursery

Lone Working Policy

Last reviewed	**24 Sep 2026**
Renewal due	**Sep 2027**

This policy was ratified by our Governors and disseminated to all staff.

The Federation recognises that there may be an increased risk to the health and safety of its employees when working alone. This policy sets out the Federation's approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the Executive Headteacher, or Head of School.

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
- when working outside normal business hours. These are deemed to be between 07.30 and 17.45, Monday to Friday.

It is the legal duty of the Governing Body and the Executive Headteacher to both assess and control any risks from lone working that is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires that as far as it is reasonably practical, to ensure the health, safety and welfare of all employees. Similar duties are owed to other workers, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999.

Risk Assessment: Risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

Once all job roles involving lone working have been identified, 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 members of the public and/or cash handling.
- **Plant and equipment**: 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 will 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.
- **The worker**: the medical fitness of workers working alone will be assessed
- **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.

Control Measures

To manage the risks identified, the following control measures have been agreed:

Risk of violence:

- Staff are required to lock themselves in the building when working alone.
- Staff must not arrange meetings with parents/carers or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working
- Any late meetings must finish promptly and not leave one member of staff alone on the site
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give a notice period of 24 hours to the Executive Headteacher before lone working, either after hours or through holiday periods.
- Staff attending alarm activations will only attend with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry, police support must be gained before entering the school.

Communication:

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Carry a mobile phone at all times when lone working.
- Let someone know that you are coming onto the school site with an approximate length of the visit .
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First Aid

For those working on the school premises, first aid kits are found in all classrooms.

Emergency Procedures

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the Executive Headteacher, Head of School or the emergency services.

Access and Egress

Staff are required to consider the weather conditions before coming into, and while at work.

Unacceptable Working Alone

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

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons

Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

Lone Worker Duties

All lone workers are expected to co-operate fully with instructions given by the Executive Headteacher or Head of School. 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.