



Excellence for All

LONE WORKING POLICY

Introduction

Manor Green School is committed to ensuring staff, volunteers, visitors and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, facilities 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.

Who is a Lone Worker?

A lone worker will fall within one of the following categories:

- Staff staying on to finish work after others have left
- Staff who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders
- Staff responding to emergency call outs

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.

Risk Assessment

Any members of staff that wish to work out of normal hours, must familiarise themselves with the lone working risk assessment, and ensure their manager is aware of their location and anticipated time of leaving.

Managers should inform the Deputy Principal of any staff anticipated to be working late, and contact the Deputy Principal in the event they are unable to contact their employee.

Risk assessments must be reviewed at least annually or due to any change of circumstances

Controls

- Staff should seek the permission of their line manager to work alone in the building outside normal school hours. The experience and training of all staff and the activities to be undertaken must be taken into consideration before allowing lone working.
- The Manager must notify the Deputy Principal of their approval of employees working out of hours, intended time at work and their intended time of return.
- 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 the Deputy Principals' telephone contact number to call if the lone worker fails to return home at the expected time.

- If there are signs of an intruder staff MUST not enter the school premises. The police should be called.
- Staff should 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.
- Only agreed tasks are to be undertaken avoiding high risk activities, i.e. working at height.
- Lone workers must be considered capable of responding correctly in an emergency situation by the Deputy Principal.
- Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures.
- Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- 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.

Responding to out of hours call outs

- Staff responsible for attending out of hours call outs should pass on details of the security company to family members, who can contact them if they are unable to make contact with the staff member.
- They must carry a fully charged mobile phone at all times.
- They must not engage in any high risk activities, i.e. using hazardous chemicals, working at height. If these works are essential they should call the second out of hour's staff member for assistance.

Review of Procedure

This procedure shall be subject to periodic review. Risk assessments should be reviewed annually.

The Local Governing Board approved this policy on date: 3rd July 2025

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam, Headteacher & Principal

Date of review or revision	Description	Author or reviewing officer
June 2025	Roles updated	Anna Weir