



# **Lone Working Policy**

***Version 1:0***

**Date Released: January 2023**

**Date to be reviewed: January 2024**

**Approved by:**

**Date:**

## **Definition**

A lone worker is, according to the definition set out in Croners Health and Safety:

“A worker whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision”.

## **Introduction**

The Sallygate School staff may occasionally be working alone in the School or working out in the community without direct supervision.

Hazards which lone workers and staff in the community may face include:

- fire
- violence and abuse from members of the public/pupils
- intruders
- sudden illness
- allegations

## **Procedures**

A risk assessment will be in place (see Risk Assessment File) and updated regularly to ensure that staff are made aware of the risks and adhere to the control measures in order to minimise those risks.

Staff are to ensure they have a school phone (with all contact numbers) with them at all times when off site and in the community.

Furthermore staff will be trained to undertake “dynamic” risk assessments on arrival in the community, where the actual presence of hazards cannot necessarily be detected in advance such as the influence of alcohol, drugs or the threat posed by animals or other hostile elements.

When working alone in school the room door should be propped open, as appropriate, and all staff to be made aware.

It is vital that in such circumstances school staff are empowered to make the decision as to whether or not it is safe to work alone.