



"As unique individuals, we do our best at work and play for the love of God and others."

St Benedict's Catholic Primary School

Lone Working Policy

Adopted by St Benedict's Catholic Primary School: May 2019

Reviewed: May 2023

Review date: May 2027

Lone Workers, as defined by the Health and Safety Executive, are, “those who work by themselves without close or direct supervision.”

Examples of Lone Working at St Benedict’s Catholic Primary School

1. Staff that are required to work alone for all or most of the time, such as cleaning staff and site supervisors during the evening, early morning or during the holidays.
2. Staff staying on to finish urgent work after others have left, or those who regularly work late or start early, before anyone else gets into the building.
3. Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone else has gone home.
4. After-school club manager.

Staff Responsibilities

Staff must:

- be aware and follow all policies or procedures.
- always plan ahead.
- be fully aware of the risks when working alone.
- not put themselves in potential danger.
- ensure that they have made themselves aware of the nearest place of safety.
- be aware of the on-site security procedures.
- ensure that access is available to personal alarms/mobile phones or some form of personal communication.
- ensure that the site is secure
- use the phone-in system to confirm safety
- Inform the Headteacher when they will be on site.

♣ When working alone in school make sure that you have your mobile telephone with you at all times;

♣ Ensure that an adult (usually an adult at home) knows where you are and the times that you are expected home;

Manager Duties

- Provide safe systems of work for all staff.
- Ensure that there are appropriate security systems in place to secure the building.
- Carry out Lone Working risk assessments for all staff working alone.
- Identify any training needs and ensure these are met.
- Ensure that the staff members are suitable to be left working alone. Procedures for all staff working alone on-site.

- Ensure premises and buildings are secure.
- During holiday periods, use sign-in boards for other staff and ensure that they have left the building before locking up.
- Ensure the doors are locked so that nobody can gain access during the day unless they come through the main entrance and sign in.
- Hazardous jobs (e.g. working at height, using power tools, hazardous or flammable liquids) not to be undertaken. This list is not exhaustive. All jobs should be assessed for dangers and a decision made as to their suitability for lone-working.
- Use phone-in system above.
- If alarm does not set, do not leave the building unsecured. Telephone Surety (0161 477 4044) Security and the alarm company and wait for an engineer to restore the system.
- Contact for Headteacher to be kept on person at all times.
- School staff working late should leave the building before the Cleaners at 7pm.
- School staff attending school during the holidays should inform the Headteacher they are coming to school
- Inform Headteacher when they are leaving and sign out.