

# All Saints Inter-Church Academy



## Lone Working Policy

November 2025

## **Introduction**

Lone working is to be actively discouraged and alternatives should be investigated. However, it is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

## **Persons at Risk**

People at risk includes anyone who comes into school alone during closure times e.g. in the evening, early morning, at the weekend or during the holiday.

## **Risk Assessment**

- Risk Assessment is the responsibility of senior leadership to ensure that all members of staff have read and understood the Lone Working Policy & Risk Assessment.
- All Persons who may work alone are required to read and sign the Lone Working Policy & Risk Assessment.

## **Hazards**

These may include:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations which leave them open to any health and safety issues to the Headteacher, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

## **Control Measures**

All staff will:

- Lock the entrance once they have entered
- Have a telephone in the room with them
- Tell a colleague where they are and what time they expect to return home
- Give someone a phone number that they can be contacted on
- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety, including, avoiding working at height, handling heavy loads and using powerful tools.
- Know and follow, relevant safe working procedures and guidelines
- Inform the Headteacher of any relevant medical conditions
- Inform the Headteacher of any hazards or accidents encountered.
- Consider alternative work methods where possible to reduce exposure to the hazard

- Not enter the school premises if there are signs of a break in or intruders.

Where possible outside of normal working hours, staff should arrange to be in school with others. Keyholders are also advised to not attend alone when they are attending an alarm call out.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.