



Hindon CE VA Primary School

Lone Worker Policy

This document provides a guide for staff and parents of pupils at Hindon Primary School.

Schedule for review of this policy:

This policy was approved by the Governing Body on:	September 2026
This policy was published on:	September 2026
The implementation of this policy will be monitored by:	Headteacher
Nominated Safeguarding Governor	Rachel Ryan
Next review date:	July 2028

Interim Head Teacher: Mr S Watkins Chair of Governors: Mr R Bryson



Hindon Primary School

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School Ethos

Hindon School is committed to ensuring that staff, volunteers, and contractors are able to enjoy a safe working environment. It is recognised that there are occasions where any staff may require or choose to work alone or in an isolated situation. This may introduce more risks than for a normally non-hazardous work activity. For the purposes of this policy lone workers are 'those who work alone or without direct supervision.'

Introduction

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. This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; "

Employees and employers therefore have a duty to themselves and others with regard to safety.

At Hindon CE VA Primary School there are various work activities that may result in a staff member working alone, for example:

- Staff required to work alone such as cleaning staff working late at night, early in the mornings or in the holidays
- Staff staying on to finish urgent work after those have left or those who regularly work early in the mornings, after others have left the building or before others arrive in the building
- Staff who are key holders or who are left to lock up, set the alarm and turn off the lights after others have gone home

There is no prohibition of lone working, however, risk assessments need to be made, hazards identified and measures put in place to mitigate these. All workers should consider whether it is necessary to work alone or if arrangements can be made for others to work alongside them. When no other option is available staff must be aware of this policy and any risk assessments or procedures in place.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.

Interim Head Teacher: Mr S Watkins Chair of Governors: Mr R Bryson

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- 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.

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

- Ensure that external doors are kept locked when lone working.
- Staff must not arrange meetings with parents 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.
- Not handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- Staff must not approach, or let into the building, unauthorised persons when lone working.
- Inform the head teacher or health and safety representative of any relevant medical conditions.
- Staff attending alarm activations will only attend either 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 school.

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Not to do anything to put themselves in danger.
- Carry a mobile phone or stay near the school telephone at all times, when lone working, in case of emergency.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures.
- Consider weather conditions before coming into and while at work.

Staff should seek the permission of a member of the SLT to work alone in the building outside of normal working hours. Staff should not work alone if they have a medical condition that may cause incapacity or unconsciousness.

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Unacceptable Lone Working

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.
- Undertaking work for which they are not trained e.g. operating machinery.

Conclusion

All lone workers are expected to co-operate fully with instructions given by the Head teacher. They are also expected to follow the above guidance and procedures in the Lone Working Policy and the associated full Health and Safety Policy. Staff can refuse to work alone where there is a serious or imminent risk of danger. Staff should bring to the attention of the SLT any aspect of work-related risks.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

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