Castle Camps C. of E. (V.C.) Primary School

Policy for
Lone Working

Date Approved by the Governing Body: 28th September 2026
Date for Review: September 2027

CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

LONE WORKING POLICY

Purpose and definition

The Governing Body is committed to protecting employees, contractors and volunteers who work without immediate assistance from another person. Lone working includes working in an otherwise empty school building, in an isolated outdoor area, on a remote part of the premises or attending an alarm call-out.

Lone working is permitted only where the activity has been assessed as safe and appropriate. The same safeguarding, emergency, security and health and safety standards apply as when colleagues are present.

Responsibilities

The Headteacher ensures that lone-working risks are assessed, suitable controls are implemented and staff know the procedures. Line managers agree any lone working and monitor the effectiveness of arrangements. Staff must follow the agreed controls, report changes in circumstances and stop work if safety cannot be maintained.

Contractors are responsible for their staff and must coordinate risk assessments and emergency arrangements with the school before isolated or out-of-hours work.

Risk assessment and authorisation

Before lone working is approved, the Headteacher or delegated manager considers the task, location, time of day, security, communication, possibility of violence, medical and individual needs, competence, access to first aid and emergency response. Additional protection or a second person is arranged when the risk requires it.

Work outside normal hours requires prior agreement through the school's authorised arrangements. Lone workers must not undertake tasks identified by the risk assessment as unsuitable for one person, including hazardous work at height, high-risk maintenance, unsafe manual handling, live electrical work, confined space activities or other operations needing immediate assistance.

Signing in and keeping in contact

Before beginning, the lone worker records where they will work, their intended finish time and how they can be contacted. A named contact must know when to expect a check-in and what to do if it is missed. The lone worker confirms safe completion and departure.

An agreed escalation process will be followed if a check-in is missed: contact the individual, assess the circumstances and contact emergency services or an authorised key holder where necessary. Mobile-phone reception, charge and alternative means of communication must be considered; a phone alone is not a complete safety control.

Building security and personal safety

Lone workers must follow the school's entry, alarm, key-control and locking arrangements. Doors and windows in unused areas are kept secured. No lone worker should admit an unknown visitor into the building or confront a suspected intruder.

If there is evidence of forced entry, threatening behaviour, suspicious activity or another immediate danger, do not enter or remain on site. Move to safety and call 999 if urgent police assistance is required. Report incidents to the Headteacher.

Fire, first aid and emergencies

Lone workers must know the available emergency exits, alarm arrangements, first aid supplies and how to contact assistance. On hearing the fire alarm, leave by a safe route and contact emergency services as appropriate; do not attempt an unsafe investigation.

In the event of illness, injury or an unsafe situation, stop the task, seek help and contact emergency services when needed. An incident or near miss must be recorded in the school's approved reporting system.

Wellbeing and individual adjustments

The school considers fatigue, stress, disability, pregnancy, temporary illness, recent incidents and other relevant circumstances on an individual and confidential basis. An employee is not automatically excluded because of a health condition; the Headteacher considers a suitable individual risk assessment and reasonable adjustments.

Staff should raise concerns about isolation, workload, threatening behaviour or pressure to undertake unsafe tasks. No employee is required to continue work where there is a serious and imminent danger.

Training, monitoring and review

Staff receive instruction on lone-working controls before permission is granted. The Headteacher reviews arrangements after incidents, significant changes or identified concerns and at least as part of the school's regular health and safety risk-assessment cycle.

Lone-working risk assessment and check-in record

Task / location / date and time: _____

Person undertaking work and authorising manager: _____

Key hazards and people potentially affected: _____

Agreed controls (access, security, contact, equipment, assistance): _____

Named check-in contact and contact method: _____

Expected finish time / escalation if missed: _____

Additional measures / review date: _____

Authorised by / date: _____

Related policies and guidance

This policy should be read alongside the school's current safeguarding, health and safety, equality and other relevant operational policies. Staff follow the versions in force and seek advice from the Headteacher or designated lead when necessary.

School policy documents: https://www.castlecampsschool.co.uk/resources-policies-1/

HSE lone-working guidance: https://www.hse.gov.uk/lone-working/employer/index.htm

HSE work-related stress guidance: https://www.hse.gov.uk/stress/risk-assessment.htm

DfE school security guidance: https://www.gov.uk/government/publications/school-and-college-security