



# St Faith's

Church of England  
Infant and Nursery School

## LONE WORKER POLICY

*Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship. We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all." Aspire not to have more, but to be more." (Oscar Romero)*

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. 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.

### Categories of lone workers

Within St. Faith's Church of England Infant and Nursery School a lone worker will most probably fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied building
- ◆ Those who work in an isolated part of a building/school grounds
- ◆ Those responding to an alarm call out after normal school hours

### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

### Risk Assessment

It is the responsibility of the Head teacher to ensure that all members of staff have read and understood the Lone Working Policy and Risk Assessment. A risk assessment must be undertaken annually to cover each lone worker / lone working episode. Hazards identified will be evaluated by the Head teacher or Health and Safety Coordinator for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

The Administrator or Caretaker will ensure that Contractors are given a copy of the Lone Working Policy and Risk Assessment. The Contractor is required to fully comply with all aspects of the relevant Health & Safety Legislation whilst working on site at St. Faith's Church of England Infant and Nursery School.

### Controls

Staff should seek the permission of the Head teacher to work alone in the building outside of normal school hours. Apart from the Head teacher, only the caretaker and the Deputy Headteacher have keys to the building. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Head teacher. Whenever possible it is recommended that staff work with a partner.

Staff should not enter the school premises if there are signs of a break in or intruders. Normally the intruder alarm will have been activated. The monitoring company is alerted, and they then telephone the Police and the main key holder. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance. Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should be aware of the risk assessment checking in and out system. It is advised that lone workers provide a relative or friend with a telephone contact number to call (the Head teacher or Deputy Head teacher) if the lone worker fails to return home at the expected time. Staff who are lone working will send a text message or WhatsApp message to the Head, Deputy or School manager as they enter the building, and when they leave the building. Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries. Although phones can give extra reassurance, they do not provide complete protection, and staff should still be alert for their own personal safety at all times.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

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

### **Safeguarding procedures**

At St Faith's we have a positive culture of safeguarding, with effective policies and procedures in place. Our safeguarding procedures are outlined in our Child Protection and Safeguarding Policy, which can be found on our website <https://stfaithscofe.secure-primariesite.net/safeguarding-information-and-policies/>.

Approved by the governing body on:-	January 2025
Signed (Chair of Governors)	<i>Dave Vincent</i>
Signed (Headteacher)	<i>Amanda Konrath</i>
Review Date	July 2026