

Rawdah Montessori Primary School Lone Working Policy

Version: 1.0

Reviewed: October 2025

Next Review Due: October 2026

1. Policy Statement

Rawdah Montessori Primary School recognises its duty of care under the **Health and Safety at Work etc. Act 1974** to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees. This includes staff who may be required to work alone on school premises, whether during the normal working day, outside of normal hours, or while off-site.

This policy sets out the school's commitment to protecting lone workers by identifying risks, implementing control measures, and providing clear guidance on safe working practices. It reflects our Islamic values of care, responsibility, and respect for all members of our community.

This policy should be read in conjunction with the:

- **Health and Safety Policy**
- **Access and Security Policy**
- **Safeguarding and Child Protection Policy**
- **Staff Code of Conduct**
- **Emergency Evacuation Procedure**

- **Lockdown Procedure Policy**
- **Service Contract with Greensville Trust** (for shared site security arrangements)

2. Purpose and Aims

The purpose of this policy is to:

- Define lone working and identify roles where it may occur.
- Assess and manage the risks associated with lone working.
- Establish clear procedures for staff working alone.
- Ensure staff are aware of their responsibilities when working alone.
- Provide guidance on emergency procedures for lone workers.
- Comply with all relevant health and safety legislation.

3. Legal Framework

This policy is guided by the following legislation and guidance:

Legislation / Guidance	Relevance
Health and Safety at Work etc. Act 1974	Places a duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees .
Management of Health and Safety at Work Regulations 1999	Requires employers to assess risks to employees, including those working alone .
Health and Safety Executive (HSE) Guidance on Lone Working	Provides practical advice on identifying risks and implementing control measures .
Equality Act 2010	Requires reasonable adjustments for disabled staff who may be lone workers.
Keeping Children Safe in Education (KCSIE 2025)	Emphasises the importance of safeguarding, including for staff working alone with pupils or in isolated areas .

4. Scope

This policy applies to all staff, including:

- Teaching and support staff
- Administrative and office staff
- Site managers, cleaners, and maintenance staff
- Staff working off-site (e.g., on school trips, home visits, or attending meetings)
- Volunteers and contractors (where applicable)

It covers lone working in the following contexts:

- Working alone on school premises outside normal hours (e.g., early mornings, evenings, weekends)
- Working in isolated areas within the school during the normal working day (e.g., a teacher alone in a classroom, a site manager in a remote part of the building)
- Working off-site on school business (e.g., attending meetings, training, or school trips)
- Home working (where applicable, and subject to the **Remote Working Policy**)

5. Definition of Lone Working

Lone working occurs when an employee works without direct or close supervision, where help is not immediately available in the event of an emergency . This includes situations where:

- Staff are in a part of the building where they cannot be seen or heard by colleagues.
- Staff are on the premises outside of normal working hours.

- Staff are working off-site without a colleague present.
- Staff are working from home (see Section 13).

Lone working does **not** typically include:

- A teacher in a classroom with pupils present (as pupils are present, but the staff member is still isolated from other adults).
- Staff working in open-plan offices with others nearby.
- Staff working in shared spaces where colleagues are within earshot.

However, in all cases, a dynamic risk assessment should be applied.

6. Roles and Responsibilities

Role	Responsibilities
Governing Body	Ensure the school has effective lone working procedures and that risks are managed appropriately.
Headteacher	Overall responsibility for implementing this policy; ensuring risk assessments are completed; providing training and resources.
Health and Safety Lead	<i>[Name]</i> – Conduct lone working risk assessments; review incidents; advise staff on safe practices; maintain records.

Role	Responsibilities
Line Managers	Identify lone working activities within their teams; conduct risk assessments; ensure staff are trained and aware of procedures; monitor compliance.
All Staff	Follow lone working procedures; report any concerns or incidents; use safety equipment as instructed; inform managers of lone working activities.
Site Manager / Facilities Lead	Ensure security systems (alarms, CCTV, lighting) are operational; coordinate with Greensville Trust security team.
Greensville Trust Security Team	Provide 24-hour security presence; monitor CCTV; respond to alarms; assist in emergencies involving lone workers in common parts.

7. Risk Assessment for Lone Working

Before any lone working activity is undertaken, a risk assessment must be completed. The assessment should consider:

7.1 Risk Factors

Factor	Considerations
The Person	Does the individual have any medical conditions that could increase risk? Are they trained and competent? Are they pregnant or a new/young worker?
The Task	Does the task involve manual handling, working at height, using hazardous substances, or operating machinery? Is there a risk of violence or aggression?
The Location	Is the area isolated? Is there adequate lighting, heating, and ventilation? Is there a means of communication?
The Environment	Are there risks from the building itself (e.g., trip hazards, fire risks)? Is the site secure?
Emergency Procedures	What happens if something goes wrong? How will the lone worker raise the alarm? How quickly can help arrive?

7.2 Dynamic Risk Assessment

Lone workers should also be trained to carry out a **dynamic risk assessment** – a continuous process of assessing risks as they arise and taking appropriate action (e.g., leaving the area if something feels unsafe).

8. Control Measures

Depending on the findings of the risk assessment, some or all of the following control measures may be implemented:

8.1 Communication

- **Check-in Procedures:** Lone workers should agree a check-in time with a colleague or manager. If they fail to check in, the designated person should attempt to contact them and, if unsuccessful, follow the emergency procedure.
- **Mobile Phones:** Lone workers should carry a fully charged mobile phone with them at all times. School mobile phones should be provided where lone working is a regular requirement.
- **Two-Way Radios:** For site staff or those working in large buildings, two-way radios may be provided.
- **Panic Alarms / Personal Alarms:** In high-risk situations (e.g., lone working with a potentially violent parent), personal safety alarms may be issued.

8.2 Security

- **Building Security:** Lone workers must ensure that external doors are locked and that they have a means of secure entry/exit.
- **CCTV:** Lone workers should be aware of CCTV coverage and know how to request footage if needed.
- **Greensville Trust Security:** Lone workers on site outside normal hours should be aware that the Trust's 24-hour security team is available and how to contact them in an emergency.

8.3 Training

- Lone workers must receive training on:
 - This policy and lone working procedures.

- Dynamic risk assessment.
- Emergency procedures.
- Use of any safety equipment (e.g., personal alarms).

8.4 Supervision

- Even where staff work alone, they should receive regular supervision and support from their line manager.
- Lone working arrangements should be reviewed during supervision meetings.

9. Lone Working During the School Day

Some staff may find themselves working alone during the normal school day, even while pupils are present. Examples include:

- A teacher in a classroom while pupils are elsewhere (e.g., at assembly).
- A teaching assistant working one-to-one with a pupil in a separate room.
- A site manager working in a remote part of the building.
- An administrator working alone in an office while others are in meetings.

In such cases:

- **Doors should remain open** where possible, or arrangements made for regular checks by a colleague.
- **Mobile phones** should be kept close at hand.
- **Avoid lone working with pupils in isolated areas** unless absolutely necessary and in line with safeguarding guidance. Where unavoidable, ensure another adult knows the location and expected duration.

10. Lone Working Outside Normal Hours

Staff working outside normal hours (e.g., early mornings, evenings, weekends) must:

1. **Inform a colleague or manager** of their intention to work alone, including expected start and finish times.
2. **Sign in and out** using the school's signing-in system (or a designated lone worker log).
3. **Ensure they have a means of communication** (charged mobile phone).
4. **Check that all external doors are secure** and that they have a safe means of exit.
5. **Be aware of emergency procedures**, including fire evacuation and how to contact the Greenville Trust security team.
6. **If working after dark**, ensure external lighting is operational. Report any faulty lighting to the Site Manager or Trust security.

11. Off-Site Lone Working

Staff may be required to work off-site alone, for example:

- Attending meetings or training at external venues.
- Conducting home visits (rare, and only in exceptional circumstances with prior approval).
- Leading school trips where they may be temporarily separated from other staff.

In such cases:

- A **specific risk assessment** must be completed for the activity.
- The staff member must have a fully charged mobile phone and emergency contact numbers.

- They must inform a colleague or manager of their itinerary and expected return time.
- For home visits, a **lone working protocol** must be agreed, including check-in times and a clear policy on entering homes (e.g., not entering if alone, ensuring a visible exit).

12. High-Risk Situations

Some lone working situations present higher risks and require additional controls:

High-Risk Activity

Additional Controls

Working with potentially violent parents or visitors

Never meet alone; ensure another adult is nearby; conduct meetings in a room with a clear exit; use personal alarms; consider panic buttons.

Working at height

Avoid lone working at height; if unavoidable, ensure robust supervision and communication .

Using hazardous substances (COSHH)

Avoid lone working with high-risk substances; ensure COSHH assessments are in place; provide spill kits and training .

Night working

Enhanced security checks; regular contact with Greensville Trust security team; ensure all external doors are locked.

13. Home Working

For staff who work from home (e.g., administrative staff on occasion), a separate **Home Working Policy** or **Remote Working Policy** applies. Key principles include:

- Staff must complete a **home working risk assessment** (covering DSE, electrical safety, and welfare).
- Staff must maintain regular contact with their line manager.
- Staff must ensure they have a suitable, safe workspace.
- Data security requirements apply (see **Data Protection Policy** and **ICT Policy**).

14. Emergency Procedures for Lone Workers

In the event of an emergency while working alone:

1. **Fire:** Evacuate immediately via the nearest fire exit. Call 999. Do not re-enter the building. Inform the Headteacher as soon as possible.
2. **Medical Emergency:** Call 999 if required. Contact a colleague or manager for assistance. If unable to call, use a personal alarm or other means to attract attention.
3. **Intruder or Security Threat:** If you feel unsafe, leave the area immediately and call 999. Contact the Greensville Trust security team and the Headteacher.
4. **Failure to Check-In:** If a lone worker fails to check in as agreed, the designated contact should:
 - Attempt to contact the worker by phone.

- If unsuccessful, contact the Headteacher or Site Manager.
- If there is serious concern, attend the site (with another person) or contact the police.

15. Lone Working Register

The school may maintain a **Lone Working Register** to record:

- Staff who regularly work alone.
- Risk assessments completed.
- Check-in arrangements.
- Any incidents or near misses.

This register is kept by the Health and Safety Lead and reviewed termly.

16. Training and Awareness

- All staff will receive information on lone working as part of their induction and through annual health and safety refresher training.
- Staff who regularly work alone will receive specific training on:
 - Dynamic risk assessment.
 - Emergency procedures.

- Use of any safety equipment.
- Line managers will be trained to assess lone working risks and support their teams.

17. Incident Reporting and Investigation

- Any incident involving a lone worker (including near misses) must be reported immediately to the Health and Safety Lead and Headteacher.
- An incident report will be completed.
- Significant incidents will be investigated to identify root causes and prevent recurrence.
- Lessons learned will be shared with staff and may inform updates to this policy.

18. Links with Greensville Trust (Landlord)

As the school occupies premises owned by **Greensville Trust**, the following applies:

- The Trust's **24-hour security team** provides a point of contact for lone workers on site outside normal hours.
- Lone workers should be aware of how to contact the security team (via the main security phone number or intercom at the main entrance).
- The Trust's security team can assist in emergencies, including responding to alarms or concerns about a lone worker's safety.
- Any defects in building-wide security systems (e.g., external lighting, CCTV) should be reported to the Trust via the Site Manager.

19. Monitoring and Review

This policy will be reviewed **annually** by the Health and Safety Lead and Headteacher, or sooner following:

- A significant incident involving a lone worker.
- Changes to legislation or HSE guidance.
- Changes to the school's premises or working practices.
- A recommendation from an external audit or inspection.

The review will include analysis of lone working incidents, risk assessments, and feedback from staff.

Appendix A – Lone Working Risk Assessment Template

Activity/Task:				
Location:				
Name of Lone Worker:				
Date of Assessment:				
Review Date:				
Risk Factor	Yes/No	Controls in Place	Further Action Required	
Does the task involve manual handling?				
Does the task involve working at height?				
Does the task involve hazardous substances?				
Is the area isolated or remote?				
Is there a risk of violence or aggression?				
Does the individual have any medical conditions?				
Is there a means of communication?				
Are emergency procedures clear?				

Overall Risk Rating (after controls): ☐ Low ☐ Medium ☐ High

Agreed Check-In Arrangements:

Emergency Contact Details:

Assessed By: _____ **Date:** _____

Appendix B – Lone Worker Check-In Log

Date	Name	Location	Expected Finish Time	Check-In Time	Check-In Method	OK? (✓)

If check-in is not received within 15 minutes of expected time, follow emergency procedure.

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
Oct 2025	Governing Body	Chair: Sohaib Tanvir
Next Review Due:		
Oct 2026	Governing Body	Chair:
	Headteacher	Headteacher: