



Clarendon Primary School & Children's Centre

Working Alone Policy

At times it will be necessary for staff to be working alone, for example, a lone worker in the office or a member of staff before or at the end of the school day. It is the School Policy to take all reasonable steps to ensure that employees who are required to work alone or unsupervised, are protected from risks to their health, safety and welfare. In order to reduce any risk we will adhere to the following procedures:

- Where risks and hazards for lone workers have been identified, these will be eliminated where possible or controlled to levels as low as reasonably practicable. The lone worker must gain full knowledge of the hazards and risks to which he or she is being exposed and knows what to do if something goes wrong.
- The Headteacher needs to ensure the lone worker is given the necessary information, tools and equipment to carry out their work safely.
- Employees, Contractors and Visitors to the School must follow arrangements which have been made to ensure their safety and report any concerns to the Headteacher/Deputy Head.
- Before any home visits a risk assessment is required. The assessment must take into account:
 - a) The remoteness or isolation of the workplace
 - b) Communication problems
 - c) Medical fitness or limitations of the lone worker
 - d) Possibility of interference or criminal activity, i.e. violence
 - e) Possible injury or damage to the individual's health, safety and welfare
 - f) Risks to women or young person are working alone
 - g) Tasks performed by the lone worker
- Front door to the school to be locked at all times when staff are working alone.
- All appointments are to be in written in the office diary as well as individual diaries, the Headteacher/Deputy Head is to be made aware in advance of such appointments.
- All lone working staff must have their mobile phones on them at all times when lone working to further ensure their safety.
- Clarendon Staff are advised against lone working wherever possible but must take into account the above steps if they are lone working.

Review

Date reviewed: Autumn term 2014
Date due for review: Autumn term 2017