

**Lone Working Policy**

**Statement**

The Governing Body of Church Lane Primary School & Nursery intend that no person should be working alone on site and will endeavour as far as is practicable to ensure that at least two persons are on site at any given time. However it is recognised that there could be occasions when lone working is unavoidable and therefore this policy and guidelines are written to reflect this eventuality.

**Aim**

To ensure persons who carry out lone working shall not face any additional degree of risk when doing so. The Health and Safety of employees who work alone shall be assured as far as is reasonably practicable as shall others who may be affected by the action of lone workers themselves.

**Objectives**

This document applies to all staff working alone in Church Lane Primary School & Nursery whereby the task or role undertaken shall:

* Be safe and without risk to health
* Have proper facilities and arrangements for welfare and first aid
* Follow safe systems of work to preserve the health and safety of employees and others who may be affected by their activities.

**Roles & Responsibilities**

The School & Nursery’s Governing Body are responsible for the health and safety of employees and to this end require that employees take regard of:

* The appropriate health and safety measures in place as outlined in the School & Nursery’s Health and Safety policy.
* Reasonable care is taken of their own health and safety and that of others who may be affected by what they do or do not do – there are no exceptions to this, every employee has this duty.
* And co-operate and comply with management instructions regarding statutory health and safety duties.
* It is the responsibility of all staff to raise any concerns they have with the full Governing Body through the Headteacher, Chair of Governors (letter to be sent to Clerk to Governors via school address) or Health and Safety Governor (letter to be sent to Clerk to Governors via school address).

**Guidelines**

* All outer doors should be locked.
* All doors and windows other than the persons working area should be shut and where applicable blinds in the closed position.
* The person working must have a working phone in the room they are working..
* Workers should not take any unnecessary risks e.g. climbing, maintenance etc.
* The worker will be advised of a nominated person from the senior management team who will be the first point of contact for any issues.
* In an emergency follow usual evacuation procedures and contact emergency services as well as a Line Manager. The Line Manager should subsequently advise the Executive Headteacher or the Health & Safety Governor.

**Written by: Gemma Blanchard**

**Date to be reviewed December 2025**