CCHT CE Primary School
Lone Working Policy
September 2025

Our shared vision for Christ Church & Holy Trinity Schools

We take inspiration from the Parable of the Sower (Matthew 13:3-23) teaching children to "See with their eyes, hear with their ears and understand with their hearts."

Our schools are united in the Christian vision to educate children for life in all its fullness, working together so that each child may flourish with a delight in seeking wisdom and knowledge. We are learning to love God, one another and ourselves.

Our Federation Mission Statement

Christ Church and Holy Trinity C of E Primary Schools (CCHT) are dedicated to providing a nurturing environment in which all children have the opportunities to reach their maximum academic and social and spiritual potential. Excellent teaching, learning and relationships are at the heart of all we do.

Rationale
The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Categories of lone workers
A lone worker at CCHT 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 Health and Safety Co-ordinator to ensure that staff deemed 'at risk' complete a Lone Working Risk Assessment. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history. This will be updated annually along with this policy.

Hazards identified will be evaluated by the Health and Safety Co-ordinator 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.

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Controls
Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours (7.00am – 7.00pm). 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.

Whenever possible it is recommended that staff work with a partner.
In addition:
1. Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

2. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

3. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

4. All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or Health and Safety Co-ordinator's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

5. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

6. Contractors should have access to their own first aid kit suitable for treating minor injuries.

7. If staff rely on mobile phones they must ensure that their network has good reception within school. 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. In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

8. Lone workers should not undertake activities that involve the handling of money (except banking – see separate risk assessment), or 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.

9. Staff should never work at height whilst alone.

10. All school personnel are reminded about the importance of maintaining a healthy work/life balance. Do you really need to be here?

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It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher and/or Health and Safety Co-ordinator.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Staff should be proactive in bringing to the attention of Head Teacher and/or Health and Safety Co-ordinator any aspect of work related risks.

In Summary:

1. **Only work alone if absolutely necessary.**
2. **Make sure you know school health & safety procedures.**
3. **Stay near a phone or carry a mobile that can get a signal.**
4. **Tell someone where you are and when you will get back.**
5. **Keep the building secure so no-one can gain access but you can still get out in an emergency.**
6. **Don't attempt hazardous tasks such as working at height.**
7. **If in doubt, call 999.**

To be reviewed every 2 years

Signed: Head Teacher

Signed: *Richard Steenberg* Chair of Governors

Name of School	CCHT Primary Schools
Policy review Date	September 2025
Date of next Review	September 2027
Who reviewed this policy?	Avis Hawkins/ Andrew Greetham
Ratified by Governors	October 2025