



## **1. Introduction**

There may be occasions when Loughton School staff may be working on their own.

When children are present staff are required to have at least two staff or volunteers available.

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations.

This policy applies to all staff who may be working alone, at any time, in any situation.

## **2. Security of building**

All appropriate steps are taken to control access to the building and that emergency exits are accessible

Alarm systems are tested regularly – both fire and intruder

When working alone they are familiar with exits and alarms.

There is access to a telephone and first aid kit

If there is any indication that the building has been broken into, they call for assistance before entering

External doors are locked to avoid unwanted visitors if working alone

## **3. Personal safety**

Staff should avoid working alone if not necessary and where possible the final two people should leave together

Staff must inform line manager (nominated person) that they are in the building.

Staff must have a mobile phone and a back-up plan.

Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

Adopted: April 2018  
Reviewed:  
September 2018  
Review due:  
September 2019

Before working alone, an assessment of the risks involved should be made in conjunction with the Line Manager

Staff must ensure that they sign in and out of building registers.

Staff must inform their Line Manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed.

If a member of staff does not report in as expected an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate using emergency contact information if necessary.