



LONE WORKING

June 2026

Last Review Date	
Date Adopted by the Governing Body	June 2026
Review Date	February 2027
Headteacher – Mr. Joshua Jones	<i>J. Jones</i>
Chair of Governors – Mr. Paul Croston	P. Croston



Lettings Review Sheet

Date of Review	Reviewer(s)	Comments



1. General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. 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. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to **the Headteacher**.

2. Categories of lone workers

Within Sant Dunawd Primary School a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied part of the building
- Those who work in an isolated part of school grounds
- Those responding to an alarm call out after normal school hours
- Caretaking, cleaning or site management duties undertaken outside normal school hours

3. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all their working hours working alone. 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.

This may occur:

1. During normal working hours at an isolated location within the normal workplace,
2. When working outside normal business hours.

4. Legal Position

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 Headteacher 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 affected accordingly.

5. Risk Assessment

It is the responsibility of the Health and Safety Co-ordinator/Headteacher to ensure that an annual Health and Safety Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. A specific Lone Working Risk Assessment has been completed for Ysgol Sant Dunawd, detailing the hazards and control measures associated with caretaking and cleaning duties carried out outside normal school hours. The process of conducting a risk assessment for lone



working is no different to that followed when assessing more conventional activities. The important point is to carry out the assessment systematically in the following way:

- Identify the hazards associated with the work and carrying it out unaccompanied
- Assess the risks associated with the work and decide on the safe working arrangements to control these risks
- Record the findings of the assessment
- Implement the safe working arrangements
- Monitor and review the safe working arrangements

6. Controls

It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone. Our Lone workers risk assessment will cover all work currently undertaken alone, where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. The hazards associated with the work/task are likely to be the same whether it is carried out alone or accompanied although the possibility of violence towards the lone worker, particularly if handling of cash is involved, should always be considered. It is important to have a good working knowledge of the task being assessed; some hazards to consider may include:

- **Risk of violence** - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- **Plant and equipment** - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- **Work at height** - Working at height should not be undertaken when working alone.
- **Chemicals** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- **The worker** - The medical fitness of workers working alone will be assessed.

7. Control Measures

In order to manage the risks identified, we have introduced the following control measures. The control measures outlined below reflect those identified in the school's Lone Working Risk Assessment:

- **Risk of violence:**
 - Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance if they feel threatened in any way.
 - Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.



- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- **Access to the premises**
 - There are only two weeks during the school year when the premises are unoccupied. During this time staff are required to give notice/or seek permission of the headteacher before lone working, either after hours or through holiday periods. Some parts of the school will be locked during these periods.
 - 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 by the Headteacher and/or Health and Safety Co-ordinator.
- **Forced entry**
 - Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police/Profile Security. Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support **must** be gained before entering the school.

8.Communication

- Staff are advised to:
- Use staff in/out board to indicate their presence at work.
- Have access to a phone at all times when lone working – either school, personal or landline.
- Let someone know you are coming into work, how long you expect to be and when you are leaving. 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 (Headteacher's or Health and Safety Coordinator's mobile phone numbers) to call if the lone worker fails to return home at the expected time.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident

Staff will receive information to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied



building, should follow the school's 'Fire and Emergency Procedures for Users other than School Personnel'. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

9. First aid:

For those working on our premises, full first aid kits can be found in the medical room on the Ground floor and in the staffroom.

10. Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the Headteacher or the emergency services.

11. Weather conditions:

Staff are required to consider adverse weather conditions before coming into and while at work.

12. Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height.**
- **Manual handling of heavy or bulky items.**

13. Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence. The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher and/or Health and Safety Co-ordinator any aspect of work related risks.

14. Monitor and Review

Monitoring the way in which people are working should be a routine day-to-day management function with more formal monitoring of any additional arrangements if and when they take place. Lone workers must be actively encouraged to report any incidents which could affect their safety. All risk assessments need to be reviewed at regular intervals, at least annually, or whenever there has been an alteration in the work activity. A record should be made of when reviews have been carried out.

Lone Working Risk Assessment			Wrexham County Borough Council	
Department	Lifelong Learning	Activity (brief description)	Lone Working	
Service / Team	Education	People at Risk	Employees, Caretaker and Cleaners	
Location(s)	Ysgol Sant Dunawd	Date	01.03.26	
Assessor	Joshua Jones	Issue / revision number		
Ref No	Hazard	RISK RATING (uncontrolled) H/M/L	Existing Control Measures	RISK RATING (with controls) H/M/L
1	Communication	M	- Workers to carry a personal mobile phone for emergencies. - Lighting adequate inside/outside. - School grounds locked externally, reducing public access. - Alarm system operated on arrival.	L
2	Access to/from workplace or site	M	- Alarm disarmed safely on arrival. - Adequate lighting at entrances and internal corridors. - Site is secure; no public access during out of hours - Clear instructions for lone workers in event of fire or other emergency requiring building evacuation	L
3	Violence and/or aggression	M	- Clear limitations set on tasks to reduce exposure to risk of violence. - Staff must not open doors/windows to strangers no matter what identification they may produce. - Staff will avoid leaving the school premises on their own if they are concerned about their welfare. - Sufficient lighting is provided in car parking areas and throughout the school building.	L
4	Manual handling - Carrying refuse and waste	M	- Avoidance of heavy items where possible. Only agreed tasks to be undertaken. - Trolleys/bin wheels available for moving waste. - Manual handling tasks limited outside of caretaking hours.	L
5	Other hazardous equipment or	M	- Boiler room is in a secure locked compound. - No high-risk machinery used alone.	L



	machinery – cleaning equipment and boiler room		Boiler room entry limited to visual checks only.	
6	Use of chemicals or hazardous substances	M	- Cleaning materials stored safely. - Only staff trained in COSHH for cleaning products to handle substances. - No hazardous work to take place when lone working (Work at Height, use of hazardous equipment etc). - No decanting or hazardous mixing required.	L
7	Vulnerable workers	L	Staff with a medical condition that may cause incapacity or unconsciousness will not be allowed to lone work.	L
8	First aid provision, Becoming ill, Having an Accident or in the Event of an Emergency whilst Lone Working	M	- Mobile phone must be carried when lone working. - First aid kit accessible onsite. - Low-risk work environment. - Staff to check in with designated line manager when they arrive and inform designated staff member when leaving the school building. - Lone work is to be arranged and notified to the member of staff's line manager or Headteacher. - Lone work only takes place when authorised by the Head Teacher.	L