

Hughenden Infant School

Policy and Practice on Lone Working

This policy is based on the guidance contained within the Health and Safety Handbook Section 5:7 and should be referred to by all staff.

Lone Working may occur in the evening, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others; hazards in the workplace or the lack of help should an accident or illness occur. This policy has been devised to reduce these risks to a minimum and should be followed by all staff.

Staff should avoid being alone on the premises whenever possible – if staff need to work on the school premises outside school hours then they should bring a companion with them. Staff should only work alone in the school building if it is absolutely necessary. All teachers have been provided with laptops to enable them to complete paperwork off the premises and regular Planning, Preparation and Assessment time during school hours.

Staff working alone must consider and follow these guidelines:

Avoid leaving tell-tale signs that you are alone, for example:

- Single light left on
- Lone car in the carpark

The following activities are not to be undertaken:

- Working at height
- Manual handling of loads
- Use of power tools

Staff must take the following precautions:

- Have a telephone in the room with them (the wireless phone in the Headteacher's office can be collected for this purpose).
- Lock the front door after they have entered but ensure they know where the unlocked fire exits are (Hall, back of the school, Riddell Room and Conservatory).
- Tell someone (partner, friend, parent) where they are and what time they expect to return home. Arrange to call when safely at home.
- Give someone a phone number they can contact you on.
- Ensure they have a torch with them (a torch is kept in each classroom and the Fun Room).
- Park prominently in a well lit area close to the door they will leave through.

A list of telephone numbers of Governors who live close to the school is displayed in each classroom, the Fun Room and the Riddell Room. If staff need help when working alone they should call them!

Sandy McClelland
February 2004