



Houlton
CofE Academy Trust

Lone Working Policy

Communicating Love; Inspiring our
Community to Flourish

2023

Policy Statement

Lone working is not encouraged due to the increased risks to individuals. However, we recognise there will be some occasions where employees are the sole occupants of the school. These situations should be kept to a minimum and where they do occur, risk assessments are undertaken.

Employees have a responsibility to take reasonable care of themselves. Any perceived risks must be reported to the senior leadership team and a suitable risk assessment will be undertaken.

Lone Worker Directives

Employees working alone must carry a working mobile phone at all times.

Employees working alone at the school must ensure a member of staff (in most cases the headteacher) is aware of their presence on site and when they leave.

Employees working alone at the school must ensure all entry and exit points of the school are secure.

Employees working alone must not grant access to the school to others without prior appointment and approval by the Headteacher.

Employees working alone must not attempt heavy lifting or working at height.

Employees working alone must not access the roof.

Employees working alone must pay particular attention to all COSHH guidelines.

If an employee runs into difficulty when working alone, contact should be made immediately with the headteacher (number given to all employees) office manager (number given to all employees) or business manager (number given to all employees).