



# Lone Working Policy

Church schools serving their communities through excellence,  
exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: LAAT CEO

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*Excellence*

*Exploration*

*Encouragement*

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## 1. Introduction

The Lincoln Anglican Academy Trust (LAAT) recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and managing them adequately.

Employers and employees have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

## 2. Definition

For the purposes of this policy a lone worker is an individual who spends some or all of their working hours working alone without direct supervision. This might occur during normal working hours at an isolated location; or when working outside normal business hours (between 07:30 and 19:30, Monday to Friday during term time).

## 3. Procedures

- The Headteacher/Principal is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone or unaccompanied working within their area of responsibility and that any remedial action identified is implemented. Risk assessments must take into account the risk of violence; use of plant and equipment; working at height; use of chemicals; and access and egress.
- The procedures must ensure that all necessary personnel are fully aware of any precautions or specific methods of work to be followed, including action to be taken in the event of an emergency.
- The Headteacher/Principal will draw up an approved list of lone working activities within their academy, outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed. Lone working may only be carried out following authorisation of the Headteacher/Principal. It is the responsibility of the individuals concerned to ensure that all necessary precautions or work methods are adhered to at all times.
- Any person who becomes aware of circumstances involving lone working where existing control measures might not be fully effective must inform the Headteacher/Principal, or the Deputy Director (LAAT), as soon as possible.

## 4. Training

Lone workers will be trained in safe working practices.

## 5. Lone worker responsibilities

Lone workers are required to cooperate fully with instructions given by the Headteacher/Principal including those contained in the school/academy's safe systems of work and associated procedures. Failure to comply might constitute a disciplinary offence.

## 6. Monitoring and evaluation of the policy

This policy will be reviewed annually by the Trust and should be monitored by the local governing body and staff as part of the academy's monitoring cycle.