



LONE WORKING POLICY FOR HOLT FARM INFANT SCHOOL

DATED: February 2026

POLICY TO BE REVIEWED January 2027

The Policy was formally adopted by the Governing Board.	Date: 10.02.26
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Lone Working Guidance

Holt Farm Infant School recognises its health and safety responsibilities towards employees who are involved in lone working processes and others who may be affected by these activities. Lone workers should not be put at more risk than other employees and specific control measures may be necessary in order to achieve this.

This document outlines a sensible risk-based approach towards lone working. Safe lone working can be achieved by ensuring that safe systems of work are made available through management processes and used by all employees. Periodic review will take place to ensure that these measures are effective. All employees are expected to report all incidents which occur in relation to lone working in order to ensure that the organisation can prevent future events.

Defining lone working The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. Lone workers may be found in a range of situations:

- People in fixed establishments where: only one person works at the premises.
- People work separately from others, e.g. in isolated areas of a site.
- People work outside normal hours, e.g. site management.
- Safeguarding workers, for example in the interest of Safeguarding, such as Attendance and Welfare Checks.

There is no general legal prohibition on working alone. However, a risk assessment of lone working tasks must be carried out. Lone working can be included as part of an overall risk assessment for an activity or a specific lone working assessment.

An example of a Lone Worker Risk Assessment is included with this guidance. The manager is responsible for ensuring that risk assessments are carried out, however, this task can be delegated to a competent person.

Identify the hazard

Activities identified need to be assessed to determine the level of risk they present. This involves looking at factors such as:

- The potential for violence and aggression
- The environment and other activities taking place in the same working area. Examples of these two areas include adverse weather, working on an unfamiliar construction site.

In addition, the risk assessment must take account of foreseeable emergencies which may arise, such as equipment failure, illness and accidents.

Potential for violence and aggression It is recognised that the hazards presented by a particular lone working activity will vary, e.g. depending on the employee's role.

The employee who is **lone working** may increase or decrease the chances of violence and aggression occurring, e.g. their competence (level of training, experience, cultural awareness etc.), depending on the nature of their role and the things they might do (e.g. arriving late for a home visit).

Physical hazards the working environment/activities may present particular hazards should be considered as part of the lone working risk assessment, for example: Work environment the level of risk varies from one working environment to another.

The level of risk varies by activity. Examples of higher risk activity includes working off ladders to carry out maintenance work. Lower risk lone working activity includes attending meetings and home working. Some manual handling activities may also not be suitable for one person. It should be established whether maintenance /cleaning can be used safely by a lone worker. For example, when using certain chemicals or hazardous substances.

Communication with others and supervision Means of communication will vary depending on the work activity, location and the ability to summon assistance in the event of an emergency.

Who is at risk (and when) The lone working assessment must consider who might be harmed as a result of our activities, for example, employees, visitors and contractors.

Some individuals may have medical conditions that make them unsuitable for working alone. These may include some health conditions, such as unstable epilepsy or diabetes. The consideration of medical conditions should include both routine activities and foreseeable emergencies, which may impose additional physical and mental burdens on the individual.

Lone working may be encountered during part of a working day as well as for lone working occupations, for example, locking and opening up, driving to different work bases to attend meetings. All of the above considerations are just a guide and are not exhaustive. Each risk assessment must consider the vulnerabilities of the person involved in the lone working task, and identify controls to reduce to an acceptable level.

Controlling the risk It is important to ensure that control measures are proportionate to the risk. A key factor in controlling lone worker risk is to ensure that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor. The extent of supervision must be proportionate to the risk and the competency of the lone worker. The manager is responsible for ensuring that safe working arrangements are in place for the all stages of the activity, from the task planning, to implementation and completion. These arrangements include ensuring that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor.

Withdrawing from lone working activity Head Teachers /Managers must ensure that the lone worker is supported if they decide that they need to terminate the work they are carrying out to protect their (or others') safety. For example, when working at height and wind speeds increase during the course of the work or visiting a person who uses a service who becomes verbally aggressive and threatening. In this instance a review of the arrangements for similar future work must be carried out.

Unsafe lone working in circumstances with all control measures in place, if the assessment identifies that it isn't possible for the task to be carried out safely then lone working should not proceed. If you are unsure about what controls are needed because the task is considered higher risk.

Supervisory monitoring of lone working the manager must ensure that lone worker monitoring takes place.

Monitoring can include:

- Making regular contact with the lone worker using mobile phones, radio or telephone (please refer to Emergency Arrangements in this document for the arrangements needed if a lone worker cannot be contacted).

Mandatory control measures for potentially violent and aggressive situations Where there is the potential for violence and aggression the following three risk categories and mandatory control measures are provided. Some employees may fall into more than one category of lone working, therefore all control measures against each individual category may apply. Additional information is provided for consideration, this information is a guide only and isn't a fully inclusive list of control measures.

Risk Category Control Measures

Category 1

Employees working in offices or other secure locations outside of normal working hours or who routinely work in these locations on their own. Work of a low risk office type.

Examples would include: Teachers, office-based employees, travelling to meetings.

Mandatory: • Employees must be briefed on lone working and emergency procedures.

Category 2

Employees working in locations where security is inadequate or where shared premises would allow non-authorised access to their work area. Employees responding to intruder alarm calls for property out of hours. Examples would include: Head Teacher/Site Manager

Mandatory: • For out of hours (NO DAYLIGHT) alarm calls the policy is NOT TO ATTEND until the following day

- Employees who are expected to respond to alarm call-outs must have access to a mobile with appropriate reception or have indicated that they are willing to use their personal mobile in such circumstances and that it has appropriate network coverage for the area in question with a buddy/automated buddy arrangement put in place.
- Where dealing with violence and aggression training is not provided, the line manager should give clear information to lone workers on what work can and cannot be done alone; when to withdraw or stop work; communication and check-in procedures; signs of escalating violence and aggression and emergency procedures.
- Where the problem relates to poor security allowing un-authorised access to work areas, the security of the building should be reviewed, if necessary, with the other occupiers or landlord and appropriate measures introduced. .

Risk assessment recording Lone working issues may be considered as part of an overall risk assessment of a job role or activity. However, where lone working has not been considered as part of other risk assessments, a specific risk assessment must be carried out. It is important to note that the original risk assessment may change as the activity itself progresses and further information on the competency of lone workers has been provided in this guide.

Risk assessment review Lone working risk assessments must be regularly reviewed in line with changes which have been identified, for example, a violent incident has occurred during the last visit and it is no longer safe to lone work in the future. All incidents and/or previously unforeseeable risks must be reported by the lone worker as soon as possible, reviewed by the manager and flagged on any systems which will warn other workers of the risk.

If no changes have occurred within a twelve-month period then lone working risk assessments should be reviewed at that point, Changes to working practice must be assessed and communicated to all relevant employees.