



JOHN MADEJSKI
ACADEMY

John Madejski Academy

Lone Working Policy

John Madejski Academy is part of the Greenshaw Learning Trust.
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Lone Working Policy for School Staff

1. Purpose of the Policy

This policy aims to ensure the safety and well-being of school staff who may be required to work alone on school premises or offsite as part of their duties. It outlines the responsibilities of the school and employees to minimize risks associated with lone working.

2. Scope

This policy applies to all staff working in situations where they are alone on school premises or performing school-related activities in remote or isolated locations, including home visits, out-of-hours work, or during school holidays.

3. Definition of Lone Working

Lone working refers to situations where staff carry out work activities without direct supervision or close contact with colleagues. Examples include:

- Working in classrooms, offices, or other areas outside normal school hours.
 - Carrying out maintenance or cleaning tasks alone.
 - Conducting home visits or offsite meetings.
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4. Legal Framework

This policy complies with the following legal requirements:

- Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR)
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5. Risk Assessment

The school will:

1. **Identify Risks:** Assess potential hazards associated with lone working, such as slips, trips, intruders, or medical emergencies.
 2. **Mitigate Risks:** Implement measures to reduce risks, such as securing entrances, providing mobile phones, or ensuring adequate lighting.
 3. **Review Regularly:** Regularly review and update risk assessments based on changes in the working environment or job role.
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6. Responsibilities

6.1. The School

- Conduct risk assessments for lone working situations.
- Provide training and resources to support staff in safe lone working practices.
- Maintain clear communication channels for reporting concerns or incidents.
- Ensure access to emergency procedures and first aid supplies.

- Take reasonable care for their own safety and well-being.
 - Follow all relevant safety procedures and training.
 - Report any incidents, hazards, or concerns to the Site Manager.
 - Notify their line manager when they will be working alone, including their location and expected duration.
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7. Procedures for Lone Working

7.1. Before Lone Working

- Ensure that a risk assessment has been completed for the activity.
- Inform a designated colleague or manager about the lone working situation.
- Carry a fully charged mobile phone or other communication device.
- Check that emergency contact details are accessible.
- Alert your line manager of when you come on to site and leave site.

7.2. During Lone Working

- Keep doors and windows locked where appropriate.
- Avoid high-risk tasks, such as working at height or handling hazardous materials, without support.
- Maintain regular contact with a designated colleague or Line Manager, using agreed check-in intervals.

7.3. After Lone Working

- Notify the designated contact when the task is completed.
 - Report any incidents or near misses to the Site Manager.
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8. Emergency Procedures

- **Medical Emergency:** Call 999 and inform the designated contact immediately.
 - **Personal Safety Threat:** Leave the area if possible, secure yourself in a safe location, and call for help.
 - **Fire or Hazardous Incident:** Follow the school's fire or evacuation procedures.
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9. Monitoring and Review

- The lone working policy will be reviewed annually or following any significant incident.
- Feedback from staff will be considered to improve the effectiveness of the policy.

Policy Approval Date: [01/01/25]

Next Review Date: [01/01/26]

Approved by: [The Head Teacher]