OSBASTON
Church in Wales School

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Lone Working Policy

POLICY NAME	**LONE WORKING POLICY**
POLICY OWNER	**OSBASTON**
POLICY AGREED	**SEPTEMBER 2026**
POLICY REVIEW DATE	**SEPTEMBER 2027**

Lone Working Policy

This policy provides guidance on how to keep lone workers healthy and safe. It is aimed at anyone who engages lone workers. Whilst this is infrequent within our school setting, there are times when the senior teaching staff or caretaker may be on the site alone for a short period of time.

Following the guidance helps us understand what we need to do to comply with legal duties towards lone workers under:

Health and Safety at Work etc Act 1974;
The Management of Health and Safety at Work Regulations 1999.

Is it legal to work alone and is it safe?

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.

These responsibilities cannot be transferred to any other person, including those people who work alone.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Who are lone workers and what jobs do they do?

Lone workers are those who work by themselves without close or direct supervision within a fixed establishment.

For us at Osbaston Church in Wales School this is:

- ***Caretaker***
- ***Cleaners (in separate buildings)***
- ***Head teacher***
- ***Deputy Headteacher***
- ***Senior teachers who are key holders***

How must employers control the risks?

Employers have a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This must include:

- involving workers when considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures, eg carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- instruction, training and supervision;
- reviewing risk assessments periodically or when there has been a significant change in working practice.

This may include:

- being aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker;
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

Risk assessment should help employers decide on the right level of supervision. There are some high-risk activities that must not be undertaken alone. This includes climbing ladders or working at height.

*Further information about controlling risks can be found on the HSE website at: www.hse.gov.uk/toolbox/

Osbaston Church in Wales School Control Measures

The Caretaker enters the school site at 7am each morning and is usually alone until 7.30am. During this period the Caretaker is undertaking safety checks and unlocking all parts of the school. At this time all external gates are locked and there is no entry into the school site. The Caretaker has all necessary contact details with their manager as well as Head teacher and Administrator and cleaning staff should a problem arise.

The school cleaners remain on the school site until 7.00pm each day. Both staff are keyholders and have responsibility for locking the site. At the start of their contracted hours (3.30pm) school staff will be on site. When school staff leave all external doors and perimeter gates are locked for safety which means no one can enter the site. Cleaners work in separate buildings. The Lower School cleaner will spend time working alone from 4.30-6.30pm daily. The Upper School cleaner will spend time alone working from 5.00-7.00pm. For the last half an hour of their work, cleaners work together from 6.30- 7.00pm in the Upper School. However, there may be periods where cleaning staff are working alone until 7.00pm or later in both buildings (as per contracted hours or contingency arrangements with the Local Authority external provider), due to sickness or absence. All staff have their own contact details with their manager should a problem arise. In turn, the Head teacher would then be contacted.

It is expected that **all school staff will vacate** the building before or with the cleaning staff to enable security checks and alarms to be set. If a staff member intends to remain on site after the cleaning staff, the Head teacher or Deputy Head teacher will:

- check with the staff member that they are comfortable to remain on site
- ask how long the staff member intends staying on the site
- ensure all windows and doors are locked
- discuss the security arrangements for locking gates and padlocks

The cleaning staff will:

- ensure when all staff have left the premises that all exterior doors and windows are locked for safety
- remain on site for contracted hours only

Risk assessments are carried out by the Employer- Monmouthshire County Council Catering & Cleaning Services