

completed	Sept 2013
Review date	Sept 2015

BEDENHAM PRIMARY SCHOOL

LONE WORKING POLICY



Lone workers are defined as people who work by themselves in situations where there is no direct contact with a colleague or supervisor. Employers are responsible for the health, safety and welfare of workers.

We have carried out a risk assessment for lone working and bearing in mind the potential hazards would recommend lone working is avoided.

At Bedenham we endeavour to keep incidents of lone working to a minimum but there may be occasions when it is impossible to avoid.

In such circumstances we expect the worker to:

- Ensure someone, preferably a family member, knows where the worker is and what time they are expected home.
- Lock external doors so that personal and site security is maintained.
- Not work outside.
- Close curtains / blinds when it is dark to hide the fact that the worker is alone.
- Carry a torch where lighting is poor.
- Not allow access to persons unknown who turn up unannounced.
- Park cars as close to the access/exit door as possible
- Have access to a phone, preferably a mobile.
- Know contact numbers to call if a threatening situation should arise
- Report any suspicious activity

We will ensure:

- There is adequate lighting, internally and externally
- Start and finish times of work do not **require** lone working
- First aid resources are available within the First Aid room

Signed by:

Chair of Governors:Graham Cull..... Date: 2 12 13

Headteacher: Tracy Potter Date:2 12 13....

Agreed at the Governing Body Meeting on: 2nd Dec 2013. Minute Reference: 12h