

GLENCORSE PRIMARY SCHOOL

'A small school building big dreams'

LONE WORKER POLICY

We at Glencorse Primary School recognise the different levels of risk that lone workers, face within the school.

Many factors are taken into consideration when a member of staff is a lone worker and the following should be taken into account:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and out for one person?
- Appropriate procedures in place to monitor lone workers to ensure that they remain safe.
- Are women especially at risk if they work alone?
- Does the employee have any medical condition which makes them unsuitable for working alone?
- What arrangements are in place if the lone worker becomes ill, has an accident or there is an emergency?

At Glencorse the following arrangements are in place for lone workers:

- Before a member of staff is left working alone at the end of the day there is a procedure in place where they will contact a member of staff to let them know that they are now leaving the building or have returned home.
- If a member of staff is left on their own, all day, ie while the rest of the school are on a school trip, then the Headteacher or the member of staff in charge of the school trip will text/phone regularly to ensure that the lone worker is safe and that they haven't become ill or had an accident.
- If the lone worker has to leave the premises during the day because of an emergency, ie when the whole school is on a trip, then they must inform the trip leader. The lone worker should take appropriate action to ensure that the school is left suitable safe.
- The lone worker should not allow unexpected visitors or contractors in to school, for safety issues.
- Lone workers should not attempt to climb ladders, lift/carry heavy items in case of an accident.
- The lone worker should continually assess the situation and the risks that they may be exposed to.