

# 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.