

Howe Dell School & Daycare

Lone worker Policy

Spring 2025

To be reviewed: Spring 2027

Context

This policy represents the principles for lone working by all members of Howe Dell staff.

Aim

Howe Dell is committed to ensuring, as far as reasonably possible, the personal safety of its employees.

Policy

Definition of a lone worker

Someone who works by him or herself without direct or close supervision, whether office based or in the local community.

Howe Dell SLT/Facilities Manager will:

- Assess the risks associated with lone working
- Assess the risks associated with out of hours working
- Provide adequate controls based on these assessments

Examples of control may include the provision of:

- Suitable training
- Health assessments for workers
- Suitable emergency equipment and emergency arrangements
- Adequate supervision
- Adequate staffing to undertake work safely

Any lone working or work activities undertaken out of hours must be subject to risk assessment and be agreed by the Head.

Lone workers must not be at more risk than other employees. This may require additional risk control measures. Precaution should take account of normal work and foreseeable emergencies e.g. fire, equipment failure, illness and accidents.

Howe Dell will identify situations where staff work alone and ask questions such as:

1. Does the workplace present a special risk to the lone worker?
2. Is there a risk of violence?
3. Is the person medically fit and suitable to work alone?
4. What happens if the worker becomes ill, there is an accident or there is an emergency?

Training for lone workers

Howe Dell will ensure staff are appropriately aware of how to handle difficult situations. Lone workers must be sufficiently experienced and fully understand risk and precautions. Discussion with line management will ensure employees are aware of safe limits and boundaries as to what can and cannot be done when working alone.

Illness, accidents and emergencies

Staff should not put themselves in a position of danger; lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures will be established and employees trained in them.

Linked policies/Risk Assessment:

Howe Dell School Lone Working Risk Assessment

Howe Dell School Safeguarding Policy

Howe Dell School Health & Safety Policy

These Policies work in line with all Howe Dell School Policies. These can be found on the school website at www.howedell.herts.sch.uk