



Lone Working School Staff Policy

This policy was reviewed with staff in June 2016.

It is to be read in conjunction with the North Tyneside Lone Working Procedure (available on North Tyneside council website). The Health and Safety Executive (HSE) defines Lone Workers as "those who work by themselves without close or direct supervision."

There are specific responsibilities for both Employees and their Line Managers and actions they are expected to take in order to minimise risks in Lone Working.

The policy fulfils the following aims of Beacon Hill school: Beacon Hill is a creative, enterprising and innovative community in which we all;

- **Are happy, healthy and heard**
- **Ensure inspiring positive partnerships**
- **Communicate Effectively**

Lone working policy for other school staff

The following procedures have been discussed and agreed with the caretaker / charge hand cleaner and put in place to ensure their Safety whilst opening up school in the morning and locking up at night and during school holidays.

- Staff will keep their mobile phone to hand whilst opening up in the morning and locking up at night. Contact numbers are available in the school office
- The caretaker will notify his wife and the charge hand cleaner. When covering for the caretaker the charge hand cleaner will notify her daughter or the school business manager when they are leaving the building at the end of the day.
- The caretakers wife has been given the mobile phone numbers of the headteacher and school business manager and will contact them if the caretaker does not arrive home at the expected time.

- The caretaker / charge hand cleaner will inform the school business manager if they are in school during the holidays or at weekends and expected time of departure.
- Any staff wishing to come into school during school holidays must ensure the building is open and there are staff on site.

These procedures will be reviewed on a termly basis.

Lone working for college staff

Occasionally individual staff at college may be on their own at the beginning and end of the day. It was agreed with staff that as the time at the beginning of the day is short (maybe 10 minutes) and others are expected in then no specific Lone Working procedures are needed, however at the end of the day this is not the case.

- If a member of staff is aware that they will be on their own after 4.30 they will ring the college reception so they are aware of this. The reception is open until 4.30 Monday to Thursday and 4pm on Fridays.
- The reception will inform the caretaker who will then make sure when they lock up that no one is still in the building.
- This policy will be made known to staff at their induction.

June 2016