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# Lone Working Policy

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RESPONSIBLE DIRECTOR  
Director of Operations

RATIFIED BY TRUST  
March 2023

REVIEW DATE  
March 2025

# 1 Introduction

Knowledge Schools Trust (KST) are committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is that there are occasions when teaching, support, administrative, grounds, caretaking/cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

# 2 Categories of Lone Workers

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings.
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home.

# 3 Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

# 4 Risk Assessment

A lone working risk assessment for site staff is in place for KST. A risk assessment for any further staff who wish to work alone should be completed as required.

Risk Assessment Lone Working		
Job: Site Staff, Evening Caretaker, Lettings Duty Manager	Undertaken By: Site Manager	Assessment Reviewed By: Health & Safety Governor
Hazard Identification	Level of Risk	Action required to limit the risk

Working at Height	Medium	No work to be carried out at height when working alone. Additional staff should be present.
Locking Up School in the evening	Medium	Outside lighting is limited so caretakers to be provided with high wattage head lamps to illuminate dark areas. Site staff must carry mobile phones. Main entrance to all schools to be secured by 8pm when locking up and sign to be put in place to highlight 'green button' exit. The main entrances is to be secured at all times in the holidays when no one is on reception duty.
Site staff become ill	Low	They should call their line manager immediately and await relief, unless an emergency when they should call 999.
Dealing with trespassers on site	Low	Ask trespassers to leave site and escort off site. If they refuse to leave site staff should dial 999. At no point should they put themselves in danger.
Severe Weather	Medium	Before school, following snow, 2 site staff should attend site and clear agreed pathways. If site staff are unable to attend staff then the Headteacher of the school must be informed that there may be a delay in the school opening while snow/ice is

		<p>cleared. Site staff should wear boots provided, hazard jackets and use spreading equipment. If clearing paths after school and working alone make sure it is safe to work and carry mobile phone.</p>
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## 5 Controls

Teaching and support staff must leave the buildings by **7pm** on any working day. Sometimes the school is open later than 7pm, for example for Parents' Evenings and Performances. In such cases, staff not directly involved in organising these events must leave the building by **7pm** at the latest.

Staff should seek the permission of their line manager to work alone in the building outside normal school hours. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.

The lone worker should notify their line manager of their intended time at work and their intended time of returning home.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Line Manager's mobile phone number) to call if the lone worker fails to return home at the expected time.

Staff should not enter the school premises if there are signs of intruders and to immediately call the police and Site Manager.

Staff should ensure that areas of the school not in use are kept secure.

Staff must never place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Only agreed tasks are to be undertaken when working alone, all high risk activities are forbidden from being performed alone, i.e. working at height.

Lone workers should not undertake activities that have been identified as medium risk or which are potentially hazardous given their own level of experience and the nature of the task.

Lone workers must be considered capable of responding correctly in an emergency situation by a member of the SLT or Trust Directorate. Whenever possible it is recommended that staff work with a colleague.

Staff will receive information in the staff handbook and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures.

Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

## 6 Key Holders

Key holders may need to attend premises outside of normal business hours. This may be to carry out normal work activities or following the activation of an intruder alarm or because of some other emergency that might have occurred.

Key holders information is registered with the fire and intruder alarm providers.

Good practice dictates that at least three key holders should be appointed in order to cover holidays and sickness etc.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Site Manager and KST Director of Operations. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Staff should be proactive in bringing to the attention of the Headteacher and the KST Operations Director any aspect of work related risks which may occur when lone working.

The KST Operations Director and the governor with the responsibility of Health and Safety at the particular school will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

## 7 Review of Policy and Procedures

The policy is kept under review on a regular basis by the Director of Operations. The Trust review this policy and on a biannual basis. A risk assessment is completed annually.



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