



LONE WORKING PROCEDURE

Children's Services Staff at Snettisham Primary School

This procedure has been produced following a risk assessment of lone working activities for the above staff.

The Health & Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'.

At Snettisham Primary School this would be when staff work outside normal working hours or during holiday periods.

The risks for lone working at Snettisham Primary School have been assessed as Category 1 (see Lone Worker Risk Assessment and Appendix 1)

Lone Working Procedure

- No steps to be used during lone working period;
- Phones to be carried (mobile);
- Access to landline in school office;
- Access to building restricted to front entrance which is controlled by a keypad and remote release mechanism;
- Worker to inform other person (e.g. relative) of their whereabouts, their estimated time of return and to report their actual return from work.
- Persons should be medically fit to work alone

N. Darley
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Reviewed May 2017
Review Due: Summer Term 2018