

Stonehouse Park Infant School



Stonehouse Park
Infant School

Lone Working Policy

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1. What is our approach?

- All Staff must inform their Headteacher of their whereabouts at all times during their working day
- All Staff are responsible for their own safety at all times and must follow School procedures when lone working

2. Why are we doing this?

- To ensure the safety of all members of the team
- To provide a safe working environment for all staff

3. Who will be doing this?

- This policy is the responsibility of the Headteacher of Stonehouse Park Infant School and Manager of the Nursery.
- All members of Staff will be responsible for following lone working procedures

4. What does this mean?

Lone Working can be in or out of the School and Nursery. Staff working on their own in a group, supervising a session, visiting a family at home, running a group, or travelling from one place to another.

5. Why do we have to do this?

- Health and Safety at work Act
- To ensure the Safety of all staff working at Stonehouse Park Infant School and Nursery

6. What will we do?

- Anyone working alone in the School or Nursery will not allow anyone else to enter unless the visitor is known to them and they consider it safe to be alone with them. The front door will be kept locked when working alone in the building.
- The first person entering the building in the morning must ensure that it is safe to do so. If the alarm is ringing, or there are signs of forced entry no-one should enter the building alone. If it is considered unsafe to enter the building the Police must be called either by dialling 999 in an emergency or 911 to report an incident.
- Anyone working alone in a room must have a buddy system in place so that someone on site is aware of their whereabouts and monitors their safety

- Fire doors must be kept clear and unblocked whenever anyone is working in the building
- When working alone in the building it is important to be aware of risks associated with working with machinery, electrical equipment, hazardous substances etc. Whenever possible these must be kept to a minimum.
- No-one will use ladders or work at height when alone in the building
- Security lighting is situated on the outside of the building. If anyone notices that it is not working it must be reported to any Senior member of staff or office personnel immediately, who will arrange immediate repairs are carried out

Outings

- Staff must carry a mobile phone in case of emergency
- A list of people on the outing and expected time of return must be left at the School Office
- Staff must phone the School if they are delayed, involved in an accident or if someone is taken ill.

7. How are we going to make sure that this happens?

- There will be reference made to this policy and procedure in the School and Nursery
- The Administration Team staff will have a clear and in depth knowledge of this policy, its procedures and associated documents.
- All members of staff working in the School and Nursery will have an understanding of this policy and procedure at their induction.
- As part of their continuous professional development the Administration Team staff will be expected to be familiar with the procedures and will take part in policy review.
- Staff will ensure that parents/carers are aware of these procedures.

8. How will we check this?

It is the overall responsibility of the Headteacher and Nursery Manager to monitor and review the effectiveness of all the policies relating to the Stonehouse Park Infant School & Nursery

- The Headteacher and Manager will review and update the policy, procedures and forms on an annual basis every year.

9. For further information contact

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