



Twyford St Marys C of E Primary School

Lone Working Procedure

If working alone in school the type of work carried out should be in accordance with the Health and Safety Policy and Working Alone in Safety guidance. This work should be undertaken with prior agreement with the Headteacher.

During school holidays and out of school hours a member of staff working alone should ensure that someone is aware they will be on the school site and for how long. This needs to be someone who can check to ensure that person has left the site safely or can raise the alarm if they have any concerns. During school holidays, the Headteacher will arrange for the school to be open for reduced hours. These hours will be specified in advance. If a member of staff wishes to come into school, they are to inform the Headteacher via a text message or email. When the school is locked, a survey of the sight is always conducted to check that staff have left the building safely. Staff are always encouraged to inform a family member or friend as well as following these additional procedures.

A member of staff working alone on site regularly, for example a cleaner or caretaker, should ensure the Headteacher is aware of the times they will be alone on-site (i.e. time of early arrival or late departure).

The Working Alone in Safety guidance from the Health and Safety Executive should be followed. Adequate security lighting should be provided, the security gate and all external doors should remain locked. Work at height should be completely avoided and slip and trip possibilities should be carefully monitored.

First Aid kits are available throughout the school and are clearly marked.

In case of a fire or other emergency call the emergency services and evacuate to the assembly point on the playground through the nearest exit. Then contact the Headteacher, or if they are unavailable the admin officer or caretaker.

Procedure Reviewed: Spring 2017

Date of Next Review: Spring 2020