

Falcons Primary School



Lone Working Policy

October 2025

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. Lone working is to be actively discouraged and alternatives should be investigated. However, it is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Categories of lone workers

Within Falcons Primary School a lone worker will most probably fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied building
- ◆ Those who work in an isolated part of a building/school grounds
- ◆ Those responding to an alarm call out after normal school hours

Definition of Lone Working

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

Risk Assessment

It is the responsibility of the Health and Safety Co-coordinator/Head teacher to ensure that all members of staff have read and understood the Lone Working Policy & Risk Assessment.

A risk assessment must be undertaken for each Lone Worker / lone working episode.

Hazards identified will be evaluated by the Head teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given a copy of the Lone Working Policy & Risk Assessment and will be required to complete an assessment relevant to the work they are undertaking before starting work. The Contractor is required to fully comply with all aspects of the relevant Health & Safety Legislation whilst working on site at Falcons Primary School.

Controls

Staff should seek the permission of the Head teacher to work alone in the building outside of normal school hours. Apart from the Head teacher, the Premises Officer, Viren Shah and Regent Samsic Security Services have keys to the building.

There is a set of keys which is shared by School Business Manager and Office Manager.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Head teacher. Whenever possible it is recommended that staff work with a colleague.

Staff should not enter the school premises if there are signs of a break in or intruders but are advised to call police. Normally the intruder alarm will have been activated, Regent Samsic Security Services monitor the alarm system, are first call key holders and would call the police.

Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure. Staff must not 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.

All lone working staff should sign in and out on the school's electronic signing in system. The last person leaving (generally the Premises Officer) the building should then check the signing in system and ensure there is no-one left on site by themselves

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

Contractors should have access to their own first aid kit suitable for treating minor injuries.

At Falcons Primary School mobile phone reception is poor so lone workers should use the school's landline system to communicate with their check in / check out contact. If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

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

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow Falcons Primary School's Working at Height Procedures.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

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 Head teacher. 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.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head teacher any aspect of work related risks.

The Head teacher and/or Lead Governor for Health and Safety 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.