Lone Working

There are four principle areas of working which have been identified where employees or others will be on the school site alone:

- Teachers coming into school or staying on outside the Site Manager's working hours
- The Site Manager / SLT opening up or locking up the building
- Pool staff supporting sessions when the main school building is closed
- External users hiring the hall / pool when opening up or locking up the building

Staff or external hirers who may work in any of these situations are expected to make themselves familiar with the individual risk assessments, which also form a section of this policy and amended as required based on the individual circumstances .The policy is to be read, where relevant, in conjunction with the guidance issued by Oxfordshire County Council and the Frank Wise School Lone Working Risk Assessment.

When working alone, staff and external hirers should follow these guidelines:

- Consider if this work can be done at a time when there are other people on site. If so, then please avoid lone working.
- Lock any doors that give access to the public - this could be the front door or the pool entrance
- Park your car close to the entrance that you have used and lock the car
- Keep your mobile phone close by you and switched on
- Let someone know that you are in school alone and what time you expect to leave. Let them know when you have left.

Reviewed by: Simon Knight **Date:** November 2026

Activity / Process / Operation:	Lone Working: EXTERNAL USERS, HIRE OF SCHOOL HALL

Generic Benefits: **(Why are staff doing this?)**	Use of a public building for community activity; income for the school.

What are the Health & Safety Hazards?	**What risks do they pose and to whom?**	**What measures have been taken to reduce the risks?**	**Do the benefits outweigh the risks?**
1) Lack of people to provide help in an emergency before customers arrive or after they leave	1a) Accident causing injury or death 1b) Illness requiring medical attention which unattended could cause serious ill health or death.	1 & 2) Mobile phone to be kept to hand, charged and switched on at all times. 1 & 2)Ensure that someone knows what time to expect you or hear from you at the end of the hire session.	YES YES
2) Intruder on site	2a) Personal attack leading to injury or death 2b) Damage to property 2c) Damage to vehicle	2)Door of hall to be closed whenever possible. 2) Hirer and customers to be advised to not leave valuables in cars.	YES YES

What further action is needed to reduce the risk? :	Ongoing monitoring of the need for lone working. External hirers to have read the policy and risk assessment.

Name of Assessor: _____ Job Title: _____ Date of Assessment: _____

Signed by: _____ (Head of Establishment / Manager) Date of signature: _____

Activity / Process / Operation:	Lone Working: POOL STAFF

Generic Benefits: **(Why are staff doing this?)**	To continue to deliver swimming opportunities to the local community

What are the Health & Safety Hazards?	**What risks do they pose and to whom?**	**What measures have been taken to reduce the risks?**	**Do the benefits outweigh the risks?**
1) The swimming pool 2) Wet floor surfaces 3) Customers within unknown physical and / or mental health problems 4) Intruder on the site	1) Drowning 2) Accident that causes death or injury 3) Ill health having contracted contagious illness 3) Personal attack resulting in injury or death 3) Anxiety of pool staff caused by unconventional behaviour of customer 4) Personal attack resulting in injury or death	1. Lone worker to remain in the pool office whilst awaiting customers. Cover the pool whilst customers getting changed. 2. Lone worker to remain in the pool office whilst awaiting customers. Time taken when clearing up at the end. Any pool work to be done whilst customers still in the building. 3. Challenge customer who is clearly unwell; coughing, sneezing etc. 4. Contact the police if behaviour is threatening 5. Pool door must be locked when the member of staff is alone. During open swim the door has to remain unlocked and pool staff should remain on lifeguarding duties. ALL: **Inform a colleague or friend that you are lone working and when you intend to finish. Let them know when you have finished.** **Mobile phone kept to hand, charged and switched on.**	Yes Yes Yes Yes Yes Yes

What further action is needed to reduce the risk? :	Ongoing monitoring of the need for lone working. All new staff to have read the policy and risk assessment.

Name of Assessor: _____ Job Title: _____ Date of Assessment: _____

Signed by: _____ (Head of Establishment / Manager) Date of signature: _____

Activity / Process / Operation:	Lone Working: OPENING AND LOCKING UP THE SITE
Generic Benefits: **(Why are staff doing this?)**	Essential process for the school to operate effectively

What are the Health & Safety Hazards?	What risks do they pose and to whom?	What measures have been taken to reduce the risks?	Do the benefits outweigh the risks?
1) Lack of people to provide help in an emergency	1a) Accident causing injury or death 1b) Illness requiring medical attention which unattended could cause serious ill health or death.	1 & 2) Mobile phone to be kept to hand, charged and switched on at all times. 1 & 2)Ensure that someone knows what time to expect you or hear from you at the end of the working day.	YES YES
2) Intruder on site	2a) Personal attack leading to injury or death 2b) Damage to property 2c) Damage to vehicle	2)Terrapin and GC to be secured by the fob entry system whilst cleaners on site. 2) External door locking (apart from the entrance) done whilst cleaners are on site. 2) Inner door at entrance kept locked whilst securing the site.	YES YES YES

What further action is needed to reduce the risk? :	Ongoing monitoring of the need for lone working. All new staff to have read the policy and risk assessment.

Name of Assessor: _____ Job Title: _____ Date of Assessment _____

Signed by: _____ (Head of Establishment / Manager) Date of signature: _____

Activity / Process / Operation:	Lone Working: MAIN BUILDING and GRIFFITHS CENTRE: TEACHERS & OFFICE STAFF
Generic Benefits: (Why are staff doing this?)	Flexibility of working hours and to maintain a boundary between home and work

What are the Health & Safety Hazards?	What risks do they pose and to whom?	What measures have been taken to reduce the risks?	Do the benefits outweigh the risks?
1) Lack of people to provide help in an emergency	1a) Accident causing injury or death 1b) Illness requiring medical attention which unattended could cause serious ill health or death.	1 & 2) Mobile phone to be kept to hand, charged and switched on at all times. 1 & 2) Inform a colleague or friend that you are lone working and when you intend to finish. Let them know when you have finished. 1a) Avoid doing activities that pose a greater risk of an accident such as operating dangerous equipment or working at heights 1a) If there is a known illness of medical condition that can flare up suddenly, then you should not be lone working. (A separate RA would need to be carried out) 2a) Take all the entrances into the school off automatic & secured by the fob entry system. 2a & b) Keep your vehicle locked and parked near to the entrance you are using. 2c) Phone the police in the event of seeing an intruder.	YES YES YES NO YES YES YES
2) Intruder on site	2a) Personal attack leading to injury or death 2b) Damage to property 2c) Damage to vehicle		

What further action is needed to reduce the risk? :	Ongoing monitoring of the need for lone working. All new staff to have read the policy and risk assessment.

Name of Assessor | Job Title: | Date of Assessment

Signed by: (Head of Establishment / Manager) Date of signature: