



EDITH STEIN **CATHOLIC ACADEMY TRUST**

LONE WORKING POLICY AND PROCEDURE

APPROVED BY DIRECTORS	FEBRUARY 2026
DATE LAST REVIEWED	NEW TRUST POLICY
MEMBER OF STAFF RESPONSIBLE	CEO
STATUTORY / NON-STATUTORY	NON STATUTORY



DEFINITIONS:

In this Policy and Procedure, unless the context otherwise requires, the following expressions shall have the following meanings:

1. 'Academy or Trust' means the Academy named at the beginning of this Policy and Procedure and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
2. 'Headteacher' means the most senior teacher in the school who is responsible for its management and administration. Such teacher may also be referred to as the Headteacher, Principal, or Head of School.

1.0 Introduction

- 1.1 ESCAT recognises that there may be occasions when staff may find themselves working in isolation in certain parts of their school or even on their own. This Policy contains sections in yellow that schools must customise to reflect their own context.
- 1.2 A risk assessment must be carried out in conjunction with the relevant Head of Department at the school to ensure that risks are identified and sufficient control measures are put in place to ensure the safety of all staff.
- 1.3 Directors recognise that there may, in some lone working situations, be some residual element of personal danger despite all the best efforts to eliminate or minimise risks shown in the assessment. In those cases, it will be necessary for us to introduce preventative and protective control measures to further reduce those risks so far as is reasonably practicable. Such control measures may include instruction, training, supervision, or protective equipment, and will require the development of robust monitoring procedures for employees.
- 1.4 A lone working risk assessment will include:
 - The degree of isolation of the employee.
 - The known or expected features and layout of the intended workplace.
 - Any previous knowledge of potential behavioural problems amongst client groups, or their family and friends including known threats of violence.
 - Particular risks to women or young people working alone.
 - The nature and degree of exposure to any biological or chemical agents.
 - The form, range, and use of any work equipment, and the way in which it is handled.
 - The degree and type of supervision that is required.
 - The method to be adopted for obtaining assistance if required.
 - Monitoring arrangements for lone workers.
 - The extent of health and safety training provided or found to be necessary.
- 1.5 Other aspects of lone working that give cause for concern are sudden illness, security breaches, and incidents that cause injury to the person.
- 1.6 The state of health of employees must be a consideration when making arrangements for them to work alone.
- 1.7 All ESCAT employees who will be working alone must have a full understanding of the lone working arrangements that apply to their department and must have read the risk assessment associated with their role. The arrangements will indicate the limits of what can/cannot be done while working alone.
- 1.8 Employees must co-operate with managers by:

- Attending relevant training courses.
- Using recommended control measures, such as safe systems of work which have been designed for their safety.
- Reporting any concerns regarding their health and safety or equipment to their manager.
- Being a supportive member of the team they work in.
- Reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability to work safely.
- Reporting all accidents, incidents and dangerous occurrences in line with the school's procedures.

2.0 Procedures – Teaching and Support Staff

- 2.1 Certain members of staff may, with the permission of the Headteacher or Director of Business and Finance, be allowed to work on their school site at weekends and during holidays when they may be the only person on site. However, this practice is discouraged and alternative arrangements to work from home is the preferred option.
- 2.2 Should a member of staff come on to a school site during holidays and weekends they must inform the Estate Manager (or relevant member of staff) of their intentions, and arrangements will be made to open the necessary school building and then lock on completion.
- 2.3 School adds detail as to how working described in 2.2 is recorded.
- 2.4 School adds detail related to how risk assessment of loan working is managed.
- 2.5 The member of staff will be made aware of those tasks which are considered too high risk to perform whilst on site on their own or whilst working in isolation in a building (holiday periods). Specific consideration should be given to the management of risk where tools are used; for example, a caretaker using a power drill.
- 2.6 Staff must inform a member of their family or close friend that they are working in school and that they will be alone on site and pass on a school or personal contact number in case of emergencies.
- 2.7 Staff working in a building on their own whether late in the evening or at weekends should ensure external doors are locked but be aware of the escape route in the event of a fire.
- 2.8 Staff should contact the Estate Manager, Site Supervisor, or a member of the Site Team on arrival and again to confirm they have left the site.
- 2.9 All ESCAT employees have a general duty to take care of their own health, safety and welfare and to ensure that they do not put themselves or others at risk.

3.0 Home Visits

- 3.1 On occasion it is deemed necessary to make a one-off or regular home visits to undertake a welfare check of students and/or their families.
- 3.2 Staff will normally undertake home visits with a colleague, but in the event of a lone visit, the following procedures should be followed:
- Agree the purpose for any home visit with the Deputy Head and Safeguarding Lead.
 - Have a clear understanding of the actions that should be taken if it is believed a child or parents is at immediate risk of harm.
 - Always try to give parents/carers advance warning, unless there is good reason not to.
 - Ensure that appropriate risk assessments are in place to safeguard staff, pupils and parents/carers.
- 3.3 Staff should refer to the school or ESCAT Conduct for further information.

4.0 Procedures – Site Team

4.1 Members of school site teams will be on site on their own for periods of time at the beginning and the end of the day and during weekends. It is essential that they have a general duty to take care of their own health, safety and welfare and to ensure that they do not put themselves or others at risk. In particular, they should ensure that:

- They follow the instructions contained within the risk assessment specifically completed for Site Team lone working.
- They have a means of raising the alarm on any incident to other members of staff who may be on site at the time
- They have a mobile phone with them so that they can make contact with outside agencies including the emergency services as required.
- They do not put themselves in any form of danger and should make their way to the nearest safe building where they can lock themselves in and raise the alarm as required.
- They are aware of where other people may be on the school site; for example, other staff working late or hirers using the school facilities so that they can benefit from safety in numbers.
- They do not work at height, use substances hazardous to health, or operate machinery. They may use handheld tools including handheld drills if required to undertake urgent repairs whilst lone working.

4.2 Staff will only perform duties which are appropriate to lone working

Tasks considered to be high risk will be detailed on the risk assessment and staff must not put themselves at unnecessary risk by carrying out these tasks.

4.3 Unlocking

Schools to describe their own procedures.

4.4 Locking up

Schools to describe their own procedures.

5.0 Home Working

5.1 The HSE regard home working as a form of lone working. Before regular home working is approved by the Headteacher a risk assessment will need to be undertaken by the line manager and home worker in liaison with HR. Details on what should be considered with respect to home working can be found in the Flexible Working Policy.