

Ashton Community Science College

Lone Working Policy

Version Control

Named Owner:	Abbie Tannock
Version Number:	2.00
Date Of Creation:	
Last Review:	February 2025
Next Scheduled Review:	February 2028
Overview of Amendments to this Version:	<ul style="list-style-type: none">• Change of named owner of the policy from Su Evans to Abbie Tannock

LONE WORKING

The following procedure for lone working at Ashton Community Science College should be carried out before any member of staff is allowed to lone work on the school premises. Lone working will normally take place outside of school term time and during “*out of hours attendance” to the school building. It is the responsibility of the employee to notify the School Business Manager or Site Supervisor of any “*out of hours attendance” in advance of the work commencing.

Procedure:

1. Any member of staff lone working in school holiday periods or attending the school premises out of hours must firstly have a suitable and sufficient Personal Safety and Lone Working risk assessment carried out by the Site Supervisor or Schools Operation Manager responsible for H&S;
2. All risk assessments must be carried out and agreed with the lone worker;
3. The risk assessment must then be agreed with the Line Manager or the School Business Manager;
4. Contractors must also be made aware of these procedures before they commence their work;
5. Each member of staff will keep their copy of the risk assessment and one copy will be held by the Schools Operation Manager - H&S;
6. If the lone worker lives alone he/she must contact designated persons [site team] at end of every shift to ensure they have left the premises safely.

If the School Business Manager, having consulted with the schools named officer at Lancashire County Council H&S Team, agree that the risk is too great then the lone worker will not be allowed to carry out their duties on the school premises.

*Term time core hours are 6.30am – 5:30 p.m. & out of term time core hours are 8am – 4pm. Out of hours would be considered to be either side of the start / finish times detailed.