



# Inspire Academy

## Lone Working Policy

|                  |            |                |                             |
|------------------|------------|----------------|-----------------------------|
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| NEXT REVIEW DATE | March 2029 | TYPE OF POLICY | Non-Statutory / Recommended |

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|-----------------------|--|
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| SIGNATURE             |  |
| PRINT NAME            | Justin Stuart - Chair of Trust   |



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## 1. Introduction

Although lone worker policies normally deal with situations where an individual is the only person located within the workplace, the nature and layout of RIT Academies require a procedure to also be in place for individuals working on their own during the normal working day.

It is not unusual for a Premises Officer to be on their own in a remote part of the school. If the person feels threat or in danger, assistance can be quickly summoned by using the two-way radios that all key staff carry. The radio channel is constantly monitored by several staff and in the event of an emergency an immediate response will be organised by the Facilities Manager. In addition to the two-way radio, all Premises Officers carry a mobile phone with key numbers on speed dial. In the event of an emergency the Officers are instructed to call the Facilities Manager who will organise an immediate response.

## 2. Normal Working Day

Between 6:00pm and 9.30 pm Monday to Friday a Premises Officer may remain on the premises for the purpose of carrying out end-of-working procedures or for lettings. During this time, they will be the only person on site. This policy has been written in conjunction with the risk assessment to introduce practical accident measures and controls to be implemented within the workplace.

## 3. Outside Normal Hours (Key holders)

Should a key holder attend the premises when no other person is in attendance they should operate a buddy system. This will require the person to have a 'Buddy' who they will text or call to say that they will be on school premises between certain times. When leaving they will inform the buddy that they have left. If the buddy has not heard from the lone worker 30 minutes after the intended leaving time they should inform the Facilities Manager who will check the school.

The Facilities Manager buddy should be a key holder who can attend the premises in the event of the Facilities Manager being the lone worker in possible distress.

## 4. Outside Normal Hours (Non-Key holders)

Non-key-holders will only be able to attend the premises with the agreement and assistance of the Headteacher/Facilities Manager. The Headteacher/Facilities Manager will be responsible for managing the monitoring of the lone worker and will arrange a time to return to secure the premises.

## 5. Risk Assessment

The risk assessment identifies two clear risks that exist for the lone worker that present greater hazards than when the premises are occupied. In the main this relates to ensuring that an employee can summon assistance as and when required, or in extreme

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circumstances that a procedure exists for locating an employee should they not arrive home after work.

Periodically reviewing risk assessments may be done with Headteacher/line manager. A risk assessment may be requested at any time by any member of staff who feels there may be a risk to themselves or others.

## 6. Accident Reduction

The danger of trips slips and falls is ever present in the workplace and accounts for many injuries in the workplace. To minimise the possibility of such accidents requires a two-pronged approach. Firstly, several control measures need to be put into place, these are:

- Regular monitoring of the workplace to ensure there are no worn or damaged floor surfaces, stairs are in a good state of repair, outside areas have no potholes, equipment or furniture has not been left to cause an obstruction or obstacle.
- Ensuring all employees wear the correct footwear for their role, such as PPE for premises officers and non-slip footwear for catering staff as outlined in the dress code policy
- Ensuring any spillages are reported and cleared up immediately and 'Wet Floor' signs displayed if required.
- Any damage which could cause a fall is immediately reported and rectification work put in place with warning signs as an interim measure.
- Risk assessments will be reviewed regularly to ensure the continued safety of our staff in the workplace.

The second set of measures relates to staff training. Each Academy strives to achieve a safe person culture whereby through education, training and information the staff member will be able to identify hazards, realise their consequence and take the appropriate action to remove or reduce the risk.

The dangers of trips, slips and hazards will be identified as an area for training and introduced in the annual training programme. The HSE produce excellent informative posters on trips slips and falls and these will be displayed in the staff room and kitchen.

Statistics relating to trips slips and falls will be brought to the H&S meetings and disseminated to all staff through their line managers.

If requested, relevant training in personal safety, which may include conflict resolution, can help a worker recognise situations where they may be at risk and to take appropriate steps to avoid or manage the risk. A risk assessment may be requested at anytime by any member of staff who feels there may be a risk to themselves or others.

## 7. Accidents and Near Misses

In the event of an accident or near miss the Headteacher/Facilities Manager will be informed and will ensure an appropriate investigation is carried out and where necessary a risk assessment will be carried out. Any lessons learnt from the accident will be used to inform all other employees to reduce similar occurrences.



Where an employee suffers an accident or injury at work, they must complete an incident/accident form and pass this to their Headteacher/line manager on the day of the incident or at the latest within five days of the incident. Incident & Accident forms are located within the administration office of each academy.

All Premises Officers should leave the telephone number of the Facilities Manager with a responsible person emergency contact. In the event that a Premises Officer fails to come home after work the responsible person should contact the Facilities Manager giving them the details. The Facilities Manager will then take the appropriate action to ensure the safety of the employee.

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