

Three Counties Academy Trust



Lone Worker Policy

#HR17

Last amended 10th July 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 9th July 2029.

Statement of intent

Three Counties Academy Trust (TCAT) recognises that some staff are required to work by themselves, without close or direct supervision and sometimes in isolated work areas or outside of normal school and office hours.

This policy applies to all situations involving lone working arising in connection with the duties and activities of staff. The policy outlines lone working procedures and what is expected of employees who undertake lone working.

This policy aims to:

- Increase staff awareness of safety issues relating to lone working
- Ensure that the risk of lone working is assessed in a systematic way and that safe systems and methods of work are put in place to reduce that risk so far as is reasonably practicable
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on staying safe when working alone
- Encourage full reporting and recording of all adverse incidents relating to lone working
- Reduce the number of incidents and injuries to staff related to lone working

To that effect, this policy has restricted access, HR17 Lone Worker Policy (Full Version) can be obtained on request for appropriate persons from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified and adopted by the TCAT Trust Board.