



Wren Spinney School
Lone Working Policy



About this document:

Purpose

This procedure provides detail on the corporate principles relating to lone, solitary, or peripatetic workers, organisational responsibilities, procedures, and record keeping. This procedure applies to all areas whether directly or indirectly funded, and covers employees, temporary, agency and contract staff, volunteers, and all other persons for whom the School or Council has a direct or indirect responsibility.

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Committee:	Date agreed by Trustees:
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“Educating for the future: step by step”

Wellbeing in our Trust

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone’s responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - o Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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Lone, Solitary and Peripatetic Working – Introduction

In some areas of Wren Spinney School, employees are required to work alone when carrying out their normal duties. The school will ensure that such employees are not exposed to unnecessary or excessive risk.

This procedure provides detail on the corporate principles relating to lone, solitary, or peripatetic workers, organisational responsibilities, procedures, and record keeping. This procedure applies to all areas whether directly or indirectly funded, and covers employees, temporary, agency and contract staff, volunteers, and all other persons for whom the School or Council has a direct or indirect responsibility.

Responsibility

The Head Teacher is responsible for the application of this procedure in respect of any lone, solitary, and peripatetic workers in their areas of control.

Definition of Lone, Solitary or Peripatetic Worker

Lone, solitary, or peripatetic working means carrying out normal duties without close supervision, usually at locations away from a fixed base. The main categories of workers affected by this definition within an educational setting are: -

- Mobile workers who travel to varying locations and work away from their fixed base
- Those working at fixed bases with limited personnel cover, often one person carrying out the duties alone.
- Those carrying out maintenance or contracted duties on other premises.
- Those working at their fixed base outside the normal working hours.

Risk Assessment - Procedure

Where the Head Teacher identifies duties, which require an employee to work alone a risk assessment must be made of all work activities. The risk assessment should consider whether the work activities can safely be carried out by one unaccompanied person and should consider: -

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- The remoteness or isolation of the workplace
- Problems of communication
- The risk of injury or damage to health from the activity
- The possibility of a violent or criminal act by another person against the worker.

Where risk assessment has identified the need for measures to control risk to lone, solitary, or peripatetic workers, appropriate measures in accordance with the following should be included in local safety arrangements.

Safe System of Work

Where risk assessment identifies a special risk to the solitary worker a safe system of work, considering normal and abnormal working conditions and foreseeable emergency situations, must be implemented. This could involve the use of any of the following, appropriate to the degree of risk from the activity: -

- A system of regular phone contact
- A permit to work system.
- A lone worker alarm system linked to a control point.

Training

Each employee required to carry out lone, solitary, or peripatetic work must receive training and information on the risks associated with any work activity. Each employee should also be informed of any specific requirements for control of risk.

Personal Protective Equipment (PPE)

Suitable PPE must be issued to an employee when the risk assessment has shown it to be necessary for safe operation. An attack alarm may be identified as necessary PPE for an employee carrying out lone, solitary, or peripatetic duties.

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The work activities being undertaken will identify other PPE necessary to the task. Where PPE is issued each employee should be trained in the correct application and use of the equipment.

First Aid

A suitable portable First Aid kit must be made available to any employee working alone and supplies replenished at no cost to the employee.

Accident Reporting

Any accident to an employee working away from base must be reported to the manager or supervisor and the Accident/Incident Form completed.

Transport

Any employee using a company vehicle or their own transport whilst travelling to carry out duties away from base must have a valid driving licence and be covered by relevant insurance.

Records

Where risk assessment indicates the need for a system to manage the risk to lone, solitary, or peripatetic workers, records must be kept of all employee training and equipment issued.

List of Attachments

Appendix I - Suggested Reporting Guidelines

Appendix II - Suggested Activity Planning Checklist

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Appendix I - Suggested Guidelines on Reporting Procedures

Where risk assessment identifies a need for measures to improve communication with the lone, solitary, or peripatetic worker a suggested method is given below.

- At the start of the working day the employee will telephone the manager or supervisor, or a named representative of that person and give details of work movements for the morning and agree a time for the midday contact. This information will be logged according to the system.

- A second call, giving information on movements for the afternoon will be made at the agreed time and this information will be logged. At the end of the working day the employee will contact the manager, supervisor or named representative and this call will be logged.

- If the calls are not received by the agreed deadline times action should be implemented according to the local system.

Other control measures which could be made available, such as mobile phones or lone worker alarm systems, would be dependent on the degree of risk and would be considered as part of the risk assessment.

Appendix II - Suggested Checklist for Use in Planning Lone Working Activities

The risk to an employee working alone can be reduced by careful preparation and planning of the activity.

Item	Questionnaire	Yes	No
1	Has sufficient time been given to plan the activity?		
2	Has the employee been involved in the planning stage?		

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3	Has a risk assessment been carried out?		
4	Has the employee received training in the control of identified risks?		
5	Has appropriate PPE been issued?		
6	Has the employee been trained in the use of PPE?		
7	Has the employee been given information and instruction on the reporting procedures?		
8	Are there procedures for dealing with missed reporting deadlines?		
9	Are there procedures for employees at base for following up missed reporting deadlines?		
10	Has the employee been issued with a portable first aid kit?		