# Lone Working

Your management model may require a member of staff to work on site by themselves (or in an isolated part of the building away from other colleagues) during community hours.

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 require that employers and employees have a duty to themselves and others with regard to safety.

Community staff that are lone working can present an increased risk as they are working remotely from other colleagues and outside of ‘normal’ school working hours (e.g. evenings, weekends and school holidays).

* If you are their employer, it is important that you implement the correct procedures outlined in your School Lone Working Policy.
* If your community staff are employed by a third party, then you will need to ensure that they have an appropriate lone working policy and procedures in place.

The types of risks presented by lone working during community hours might include accidents, serious illness and security issues such as intruders etc.

## Approaches for reducing and managing the risks

There are a number of ways you might approach reducing and managing the risks to lone working, here are some examples:

1. Offering appropriate training to the member of staff such as:

Health and Safety (including Risk Assessments), First Aid, Fire, Evacuation and Major Incident Procedures, Child Protection, Personal Safety, Dealing with Challenging Behaviour/ Violence.

1. Stipulating which duties should only be carried out when another member of staff is present, such as operating machinery, handling cash, working at heights.
2. Put in place procedures to manage risks such as site security procedures:

* Controlling entry to the site through one entrance
* Using an intercom or keypad entry system
* Requiring community users to sign in and out and display identification
* Provide lone workers with a mobile phone with emergency contact numbers
* Provide lone workers with a two way radio
* Provide lone workers with personal alarms/ alarms linked to a security provider.