

Duddon Saint Peter's School



Lone Workers Policy

Security of buildings

- Managers are responsible for ensuring that all appropriate steps are taken to control access to the building, and that emergency exits are accessible.
- Staff who regularly work in the building alone should make sure all exit doors are locked and should carry a telephone for emergency use.
- Alarm systems must be tested regularly.
- Key codes for access should be changed from time to time, and as a matter of course if a breach of security is suspected.
- Staff working alone must ensure they are familiar with the exits and alarms.
- There must be access to a telephone and first aid equipment for staff working alone.
- If there is any indication that a building has been broken into, a staff member should not enter alone, but must wait for back-up.

Personal safety

- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
- Any member of staff coming to the building outside of normal working hours should try to arrange for another staff member to accompany them, and failing that notify another member of staff or a member of their own family of their whereabouts and expected time of return.
- Risk assessment training should be made available for all staff; lifting and handling training should be made available where appropriate.
- A careful risk assessment should be carried out for activities which will be undertaken by the caretaker and cleaner during those times when he/she is alone in the building. The caretaker must arrange for another person to assist her/him in carrying out activities which require support – for example working at height (on the roof or clearing gutters) or on a ladder.
- All staff should be made aware of the conditions of this policy.

Date: *January 2017*

Date of review *Spring 2018*