

SOMERBY PRIMARY SCHOOL

POLICY FOR

WORKING ALONE



February 2012

Signed

Reviewed:

The following procedures were formulated by the Governors of Somerby School as a policy for lone workers on the premises of the school:

When working alone on the school site

- If possible tell someone else where you are working, that you are working alone, the time that you are likely to finish and approximate time of return.
- Carry a phone, either mobile or cordless, at all times
- Make sure that the building is secure-chains on, doors locked.
- Follow safe working practices, i.e. do not use steps, climb on furniture etc.
- Be aware of potentially dangerous or developing situations where being left alone yourself or leaving someone else could create a risk to personal safety e.g. a dispute involving an angry parent or other adult.

Contract workers working on site are expected to follow procedures as laid down by their employers.

The above policy will be circulated to all staff.