



Lone Working Policy

This policy is applicable to the Wonder Learning Partnership (WLP)

Important: This document can only be considered valid when viewed on the Wonder Learning Partnership website. If this document has been printed or saved to another location, you must check that the version date on your copy matches that of the document online.

The Wonder Learning Partnership welcomes the support of the recognised trade unions in seeking to implement this policy in a fair and consistent manner and actively encourages employees who are members of a trade union to seek the support of their trade union representative at the earliest opportunity.

Version Approved: June 2026

Chief Executive Officer (CEO) Approved:	Summer Term 2026
Name of Responsible Committee/Individual:	People and Culture Committee
Implementation Date:	Summer Term 2026
Review Date:	Summer Term 2029

Contents

Introduction	1
Scope of the Policy	1
Aims of the Policy.....	1
Responsibilities	2
Guidance for Risk Assessments of Lone Working.....	2
Good Practice for Lone Workers.....	2
Monitoring Safety Issues.....	3

Introduction

Wonder Learning Partnership recognises that some staff will be required to work by themselves, without close or direct supervision, sometimes in isolated work areas and occasionally out of office hours.

Under the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999), an Employer has a duty of care to advise and assess risk for workers when they are required to work alone. However, employees have a responsibility to take reasonable care of themselves and other people affected by their work.

Lone working is not inherently unsafe and proper precautions can minimise the risks associated with working alone.

This policy applies to all employees of the Wonder Learning Partnership. As their roles can and do differ, some lone working arrangements may be more suitable than others for different individuals and in different circumstances.

Scope of the Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of all staff. It should be read in conjunction with the Health and Safety, and Child Protection and Safeguarding policies.

The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'. 'Lone workers' includes (but is not limited to) the following:

- Only one person is working on the premises
- People work separately from each other, e.g. in different buildings on one site
- People undertaking meetings and visits offsite, e.g. home visits
- Those working away from their usual base

Aims of the Policy

The aim of the Policy is to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the 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 safety when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Minimise the number of incidents and injuries to staff related to lone working.

Responsibilities

The CEO and Trustees are responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are protocols in place for monitoring incidents linked to lone working and that the effectiveness of the policy is regularly reviewed
- Ensuring that all staff are aware of the policy.
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Ensuring that risk assessments are carried out and regularly reviewed.
- Putting procedures and safe systems of working into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff are given appropriate information, instruction and training (including training on induction) and updating this training as necessary.
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording any incidents.
- Providing a mobile phone and/or radio to all staff.

All staff members are responsible for:

- Taking reasonable care of themselves and others effected by their actions.
- Following guidance and protocols designed for safe working.
- Reporting all incidents that may affect their own health and safety or that of others, and asking for guidance as appropriate.
- Reporting any dangers or potential dangers they identify, or any concerns they might have in respect of working alone.
- Participation in all training offered.

Guidance for Risk Assessments of Lone Working

- Is the staff member medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Has an alternative to a home visit been considered?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?
- Should a risk assessment be undertaken?

Good Practice for Lone Workers

- During working hours, all staff should make their colleagues aware of where they are going and adhere to expectations of times to be back at site, letting colleagues know where this is not possible.
- If plans change significantly, communicate this to colleagues.
- Ensure that mobile telephones and radio are charged, switched on, are kept on the person and at a loud volume at all times during working hours.
- Any meetings after school must take place when there is at least one other member of staff onsite and available to support.
- Consider whether first aid training needs to be arranged/updated.

Monitoring Safety Issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened on the Every system.
- Accidents, incidents and near misses must be reviewed by school senior leaders (headteachers, Estates & Operations and People & Estate Leads etc.) on a regular basis and approaches to lone working modified where required to reduce risk.
- Staff working on their own can at any time raise, and seek advice upon, any safety concerns that they feel are not being addressed.
- Staff have the right to refuse lone working where they would feel unsafe.