



# **Lone Working Policy Wincle CE Primary School**



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Wincle CE Primary School  
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Macclesfield  
Cheshire  
SK11 0QH

Tel: 01260 212592

Headteacher: Mrs S Smith

Chair of Governors: Mrs S Goodwin

## Version control

Date updated:	Brief summary of changes:
June 2025	No changes

### Our school's vision:

*Wincle School creates an enriching and outstanding rural education, nurturing the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who shine in all that they say and do. They exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

We encourage our staff and pupils to 'Shine like Stars' (Philippians 2:15) and to do this run with the following acronym:

<b>S</b>	<b>Service</b>	<p>★ No act of kindness, no matter how small, is ever wasted." Aesop</p> <p>★ We would like our pupils to have the confidence to know that they can make a difference: have hope for the future.</p> <p>★ We encourage our pupils to challenge injustice and inequality</p>
<b>T</b>	<b>Theology</b>	<p>★ Our principles are founded on the truth that we are loved by the Father, Saved by the Son and Sanctified by the Holy Spirit.</p> <p>★ We want to ignite passion and curiosity for learning, providing an exciting curriculum to inspire all learners to be the best they can be.</p>
<b>A</b>	<b>Attitude</b>	<p>★ We encourage our pupils to show integrity</p> <p>★ We would like our pupils to have the courage to fight for what is important</p> <p>★ When things are challenging, we would like our pupils to display perseverance and not give up.</p> <p>★ Learn from yesterday, live for today, hope for tomorrow" Albert Einstein</p>
<b>R</b>	<b>Relationships</b>	<p>★ We nurture the whole individual: body, mind and soul</p> <p>★ We encourage the pupils to respect every living creature and show compassion.</p> <p>★ We would like our children to treat other people as they would like to be treated following Jesus' example.</p> <p>We are all unique</p> <p>We help all children build trusting relationships</p> <p>★ Clothe yourselves with compassion, kindness, humility, gentleness and patience." (Colossians 3:12)</p>
<b>S</b>	<b>Shine like stars</b>	<p>★ I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." (John 8:12)</p> <p>★ We would like our pupils to shine in their behaviour, attitudes, relationships and learning.</p>

## Lone Working Policy

### Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

The Local Authority's definition of a lone worker is:

*"Lone Workers are those who work by themselves without close or direct supervision".*

### **Persons at Risk**

At Wincle CE Primary School, people at risk may include anyone who comes into school alone during closure times and particularly the headteacher, administrative assistant and cleaner.

### **Hazards**

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations to the headteacher or health and safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness

## **Control Measures**

All staff will:

- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety, for example, use kick stools when working at height
- Not do anything to put themselves in danger
- Know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- Never cut corners or rush work
- Always follow reasonable targets
- Stop for regular breaks and, if possible, change activity
- Inform the headteacher or health and safety representative of any relevant medical conditions
- Inform the headteacher or health and safety representative of any hazards or accidents encountered.

All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.

Wincle CE Primary School will:

- Provide opportunities for meetings and support
- Assess the risks to all lone workers and communicate the findings
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- Consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, staff should arrange to be in school with others. Key holders are also advised to inform someone when they are attending an alarm call out. Staff should inform the Headteacher when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Headteacher's mobile phone number.

## **Emergency Services Information**

1. Dial 999 and be ready to give the following information:
2. Telephone number: 01260387387
3. Address: Wincle CE Primary  
Wincle  
Near Macclesfield  
Cheshire  
SK11 0QH
4. Give the exact location in the school
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment

**Declaration:**

If school staff fail to let the head know that they are visiting school out of school hours, the school are unable to ensure the staff member is kept safe; therefore, the school will not take responsibility if there is an accident.

