



## Procedure for lone working

Only five staff members have keys/codes to access the school out of normal school working times;

Headteacher (HT)

Deputy Headteacher (DHT)

Special educational Needs & Disabilities Co-ordinator (SENDCo)

School Business Manager (SBM)

Premises Manager (PM)

Should any staff wish to work outside of normal school opening hours, they will notify the HT of their intention to do this. They will notify the PM when they arrive on site stating where they will be working and when they expect to leave.

Each staff member will ensure they have notified PM (if on site) when they are leaving the building.

Staff members should also notify their next of kin/family members if they are going into work outside of normal school opening hours. It is best practice for next of kin/family members to be provided with an emergency contact number; **the mobile number of the HT, DHT, SENDCo, SBM or PM can be provided for this purpose. It is the responsibility of each staff member to ensure that their next of kin have these contact numbers.**

### **If you are a Key-Holder and working alone on site**

Staff members should ensure that their next of kin/family members have an emergency contact number; **the mobile number of the HT, SBM, DHT, SENDCo, or PM can be provided for this purpose. It is the responsibility of each staff member to ensure that their next of kin have these contact numbers.**

During any period of lone working staff must **not** undertake any hazardous activity, this includes working at height, operating machinery and manual handling.

Staff members should ensure they carry a mobile phone on their person at all times when in the building alone to ensure they are able to summon help should an incident of accident occur.

Should any staff member encounter any difficulty during their period of lone working they will complete a 'Hazard sheet' and submit it in the usual way.