

# Lone Working Policy 2025

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## 1. Policy Statement

LAMP Learning acknowledges it's responsibility for the health, safety and welfare at work of our employees and those affected by our work, including students, volunteers, contractors and visitors. It is our duty to assess risks of lone workers and to take appropriate steps to control risks.

Employees have the responsibility to take reasonable care of themselves and others, and to co-operate with LAMP in meeting legal obligations.

LAMP acknowledges that, although not a regular occurrence, it may sometimes be necessary for our staff to work alone or in isolated situations which may introduce risks. LAMP is committed to minimising these risks. Examples of some of these risks are included below.

- Those responsible for opening, closing and securing the site
- Cleaning Staff
- Those who work in an isolated part of the building/s
- Those responding to an alarm call out of hours
- Those working during holiday/week-end periods
- Contractors working on site during week-ends and holiday periods
- Those carrying out duties off-site – i.e. visits to students' homes etc.

## 2. Definition

Lone workers are described in Health and Safety at Work legislation as those who work by themselves without close or direct supervision and where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

## 3. Risk Assessments

It is the responsibility of the directors to ensure that all members of staff have read and understood the Lone Working Risk Assessment and have completed the lone working toolbox talk.

The risk assessment will be reviewed to ensure it remains relevant and up to date

- In an emergency situation such as attending the alarm out of hours, staff should not enter the premises if there are signs of intruders and must call the police
- Staff should lock doors when lone working and ensure that areas of the building which are not in use are kept secure.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- All lone working staff should establish their own checking in and out system with either family, friends or work colleagues.
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

- Lone workers should not undertake activities that working at height, any task that has been identified as medium or high risk or which is potentially hazardous given their own level of experience and the nature of the task.
- Staff working at height in an isolated building must follow the 'Working at Height Procedures' and Safe Use and Inspection of Stepladders/Ladders

#### **4. Home Visits**

Prior to any home visit taking place the following will be taken into consideration;

- Is a home visit the most appropriate way of dealing with the issue?
- Have you checked the records to see if any previous violent incidents have been recorded?
- Are you aware of whom will be present on the visit including visitors and other family members?

Whilst the visit is taking place;

- Consider taking an additional staff member
- Let the office know when arrive and leave the visit address
- Take a mobile phone and ensure the office has the number
- Wear staff ID badge
- Sit closest to the door

#### **5. Monitoring and Review**

All existing systems, working practices and this policy will be reviewed at least yearly

#### **6. Link to other documents**

- Health & Safety Policy
- Lone Working Risk Assessment
- Toolbox talks