



Eccleston C.E. Primary School
Let Our Light Shine

Lone Working Policy

Teaching, Learning and Personnel Committee

Reviewed: Spring 2019

Approved by Teaching, Learning and Personnel Committee:
Spring 2019

Approved by Full Governing Board: Spring 2019

Signed by Chair of Governors:

Review Date: Spring 2021

ECCLESTON C.E. PRIMARY SCHOOL

Strategies for Lone Working

At Eccleston CE Primary School, we accept that there may be times when employees will be in the building alone, although this is to be avoided whenever possible.

The following guidelines have been drawn up to ensure safety at all times.

- If you are working alone in the building, do not attempt any work which may be considered high risk, e.g. working at height
- If you do not have a personal mobile phone with you, keep the school mobile phone with you
- If you are working in school alone, ensure someone knows where you are and what time you are expected home. Arrange to contact them when you arrive home safely
- When alone in the building, ensure all outer doors and the gates to the grounds are locked
- Sign into and out of the staff board
- When working remotely, ensure all safer working practices are adhered to