

## Lone working guidance

There will always be greater risks for lone workers without direct supervision or anyone to help them if things go wrong. Under the Management of Health and Safety at Work Regulations, you must manage the risk to lone workers. Think about who will be involved and which hazards could harm those working alone.

### You must:

- train, supervise and monitor lone workers
- keep in touch with them and respond to any incident

### Examples of lone working in schools:

- site staff opening and locking up
- site staff carrying out maintenance activities \*
- cleaning staff carrying out cleaning duties
- Headteacher catching up on admin
- Teacher/TA catching up on admin

\*Higher risk activities whilst lone working such as working from height or working with machinery should be avoided where possible or if not possible to avoid, a suitable and sufficient risk assessment must be followed

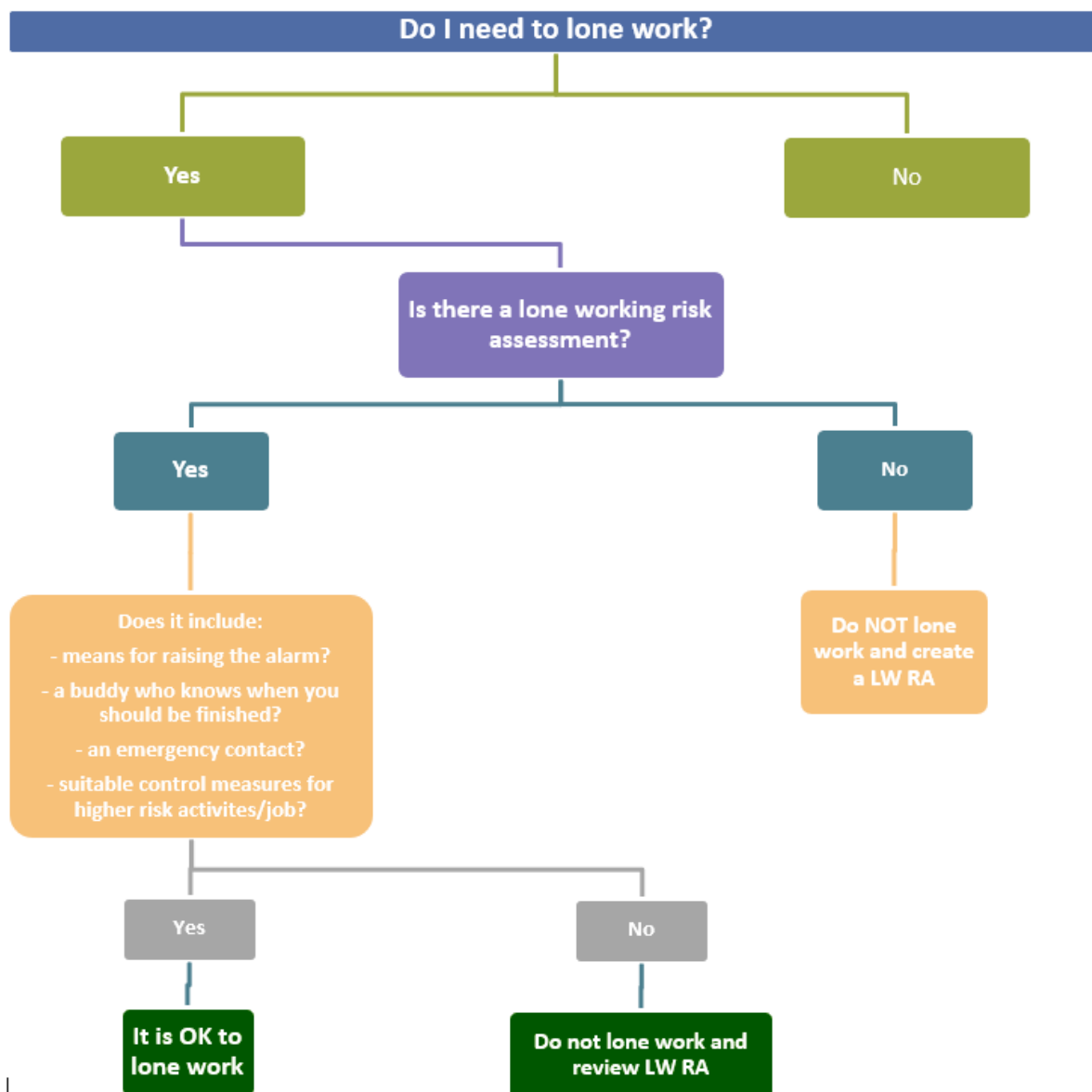
### Risks to consider

Risks that particularly affect lone workers include:

- [violence in the workplace](#)
- [stress and mental health or wellbeing](#)
- a person's [medical suitability](#) to work alone
- the workplace itself, for example if it's in a rural or isolated area

### Help with assessing the risks of lone working

- The HSE has produced a short and helpful video: [Risks of Lone Working](#)
- The Health and Safety Team has produced a template risk assessment for lone working in schools which you can adapt to your own setting: [Schools Lone Working template RA](#)
- The Health and Safety Team has produced a simple lone working flowchart to help you decide if lone working is safe and the risks are appropriately managed.



If you require further help and support with lone work and/or a lone working risk assessment, please contact:

- CCC – [Caoimhe Keenan](#)
- PCC - [PCC H&S](#)