



ABLE Education Policy Document

LONE WORKING POLICY

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1. Introduction

At ABLE Education, we are committed to ensuring the safety, health, and well-being of all staff members. This Lone Working Policy outlines the procedures and guidelines for staff working alone in our provision, in accordance with the Health and Safety Executive (HSE)¹ advice on lone working. The aim is to minimize risks associated with lone working and ensure that appropriate measures are in place to protect staff.

2. Scope

This policy applies to all staff (both temporary and permanent) who may be required to work alone, whether during home visits, in schools or in community venues.

3. Definition of Lone Working

Lone working is defined as situations where a staff member works by themselves without close or direct supervision. This may include tasks such as:

- Working in an office or classroom with no other staff present
- Working in a building after hours
- Performing tasks away from the usual workplace (e.g., off-site visits or home visits)

4. HSE Lone Working Guidance

In line with the HSE's lone working advice, we are committed to carrying out risk assessments and ensuring proper procedures are followed for the protection of staff working alone.

The HSE recommends that employers:

- **Assess the risks:** Identify tasks and situations where staff may be working alone, and assess the risks associated with these activities.
- **Implement control measures:** Introduce appropriate measures to manage identified risks, such as providing communication devices and ensuring a system is in place to monitor lone workers.
- **Ensure training:** Provide staff with appropriate training on lone working risks and procedures.
- **Maintain regular check-ins:** Ensure that staff working alone check in regularly with a colleague or supervisor to confirm their safety.
- **Provide personal protective equipment (PPE) if needed:** Ensure that staff are provided with the correct PPE if required for their work.
- **Have an emergency procedure in place:** Ensure clear emergency protocols for staff who are working alone, and make sure all staff know how to respond in case of an incident.

¹ <https://www.hse.gov.uk/lone-working/>

5. Control Measures

To ensure safety, the following measures will be implemented for staff working alone:

- **Communication:** Staff working alone must carry a mobile phone or another form of communication to enable contact with management, when necessary.
- **Emergency Contacts:** A list of emergency contacts will be provided to lone workers, including senior staff and emergency services.

6. Training and Support

All staff working alone will be trained in the following areas:

- Recognizing and managing risks associated with lone working
- Emergency procedures and how to report incidents
- Safe working practices for specific tasks or locations

Staff will also be informed about available support services, including mental health resources, counselling, and how to access assistance in case of a crisis.

7. Emergency Procedures

In the event of an emergency, staff working alone must:

- **Remain calm** and follow emergency protocols, including calling emergency services if needed.
- **Notify their designated contact** immediately about the situation.
- **Wait for assistance** or follow pre-arranged procedures until help arrives

9. Supervisory Responsibilities

Managers and supervisors are responsible for ensuring the safety of lone workers and for implementing the provisions of this policy. Supervisors will:

- Regularly review risk assessments for lone working tasks.
- Ensure that the necessary communication equipment is available and working.
- Ensure that the lone working procedures are followed and regularly updated.

10. Review and Monitoring

The Lone Working Policy will be reviewed annually or following any incidents, changes in legislation, or updates to HSE guidelines. Regular monitoring will take place to ensure the safety measures are effective and staff are complying with the policy.