

### 3.3 Lone Worker Policy

#### Policy statement

Should a member of staff be working alone on the school premises we aim to minimise the risk of harm to them.

#### Procedures

- When a person is working alone on the premises it is recommended they activate the magnetic security lock on either the outer or inner doors or both. This is to ensure the safety of the person working alone and that they are able to exit the premises safely in an emergency. This will also ensure anyone coming to the aid of the lone worker will also be able to gain entry to the premises.
- They will preferably call the owner/manager to let them know they are at the premises. Should they choose another mode of communication, such as text, the owner will reply to acknowledge their text has been received. Should there be no acknowledgement of the other mode of communication it is the lone worker's responsibility to ensure that the owner/manager knows of their presence at the school.
- The lone worker will preferably call the owner to let them know they are leaving the premises. Should they choose another mode of communication, such as text, it is the lone worker's responsibility to ensure that the text has been received.
- Any training required will be provided by Albany Montessori School for anyone directly employed by Albany Montessori School.
- Any equipment specific to the health and safety requirements of the job will be provided by Albany Montessori School except for service providers/contractors.
- The lone worker will ensure the security alarm has been set and the doors have been locked (2 locks) on their leaving the premises.

#### Service Providers/Contractors

- It is the service provider's/contractor's responsibility to receive their own adequate training for the job they are undertaking. No responsibility will be taken by Albany Montessori School should sufficient training not be obtained by a service provider/contractor.
- It is not Albany Montessori School's responsibility to ensure that any training requirements are renewed by service providers.
- It is the service provider's/contractor's responsibility to provide their own safety equipment.