



WORKING ALONE POLICY

1 INTRODUCTION AND AIM

Our aim is to avoid staff working alone where at all possible. An employee working alone may have an accident, fall ill or possibly even suffer an assault. However, we understand that circumstances will dictate that lone working is a necessity from time to time, so it is important to have a working alone procedure in place. Staff must be made aware of the procedure and adhere to the guidelines set out.

2 GUIDANCE FOR EMPLOYEES WHEN WORKING ALONE

If it is deemed necessary and unavoidable, which may be the case for a caretaker, secretary, school leader or other member of staff the following precautions should be observed:

- Park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late
- Always carry a mobile phone (charged) with you and ensure emergency numbers are programmed in your phone
- Lock the doors and close the windows to prevent intruders
- Avoid working outside of the main building in the late evening/night-time
- Do not work at heights on a ladder or steps unaccompanied
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- Do not go into attics or any other space in which you might become trapped
- Do not undertake any tasks involving hazardous tools or materials unaccompanied
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are and your estimated time of arrival home
- Set up a phone call from your manager / one of your colleagues / family member to check in with you on a very regular basis
- If you arrive at the property and find any sign of intruders, do not enter the building – call the Gardaí
- If you become aware of intruders or vandals, do not challenge them – call the Gardaí
- If you are about to leave the building, and only one of your colleagues are remaining on site, let them know you are going and advise they will be left alone

You should never work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also, when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

3 RATIFICATION

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Cuan na Gaillimhe NS, it will be reviewed initially after one year and then every two years, unless there is a compelling reason to review it earlier.

This policy was ratified by the Board of Management of Cuan na Gaillimhe CNS on the 27th of April 2020.

Chairperson of the Board of Management



Deron Leahy

To be reviewed: December 2021