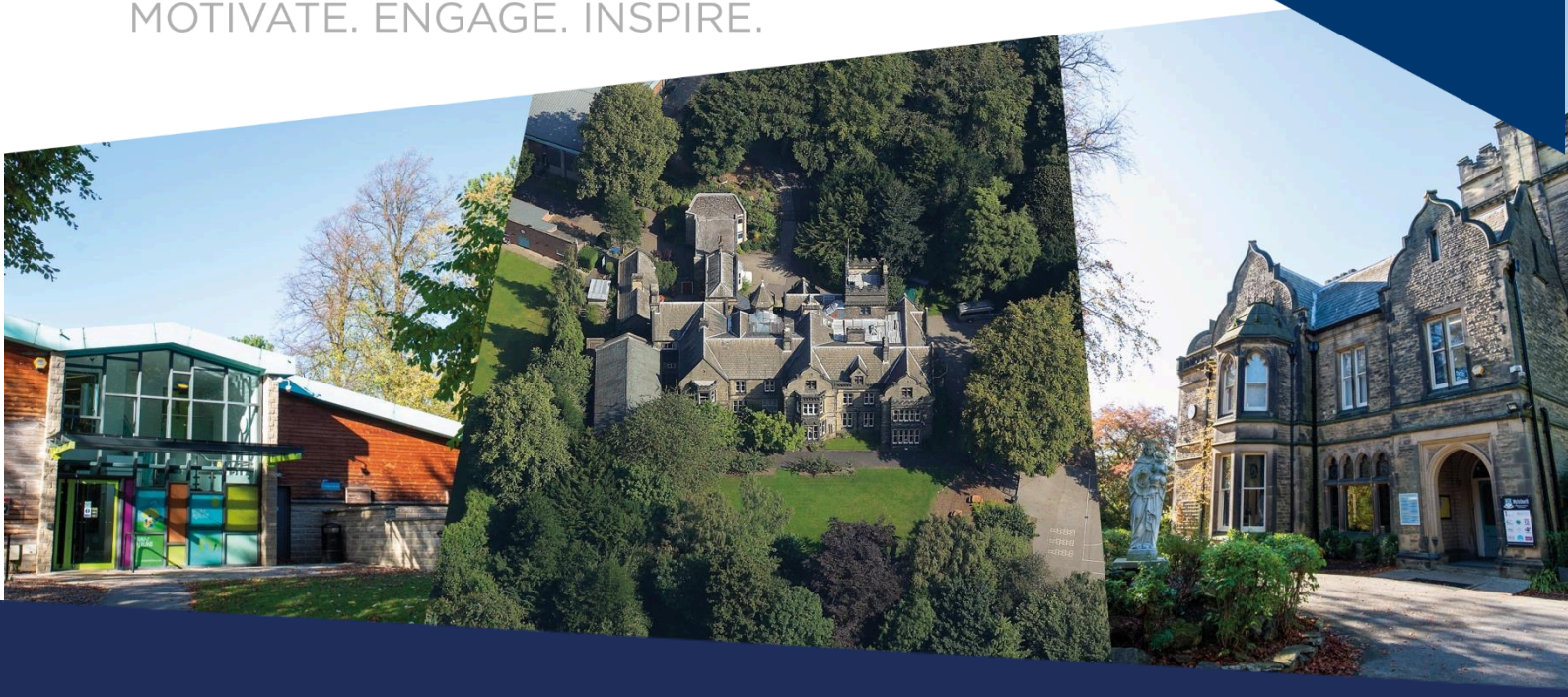
Mylnhurst
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Policy Document
Mylnhurst School & EYFS

Lone Worker Policy

Review Date: July 2028

Mylnhurst
Preparatory School and Nursery

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Campus Group

Lone Worker Policy

1.1 All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

1.2 Where lone working is unavoidable, (e.g. cleaners), staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

1.3 Fire doors **must be unlocked** when staff are working on the premises, e.g. out of school hours.

1.4 It is the responsibility of the lone worker to ensure that the fire doors are unlocked upon entering the premises and to lock them again upon leaving, having ascertained that there is no-one else in the building.

1.5 Any member of staff lone working should carry a school or personal mobile phone.

1.6 When two or more people work late, they should try to leave the building together.

1.7 Lone working staff should park their cars in the car park where security lights are present, and not in secluded areas.

1.8 Where possible, staff should let someone know if they will not be home at their usual time, at what time they can be expected home, and where they will be.

I confirm that I have read and understood the lone worker policy.

Name: .....

Signed .....

Date .....

Mylnhurst Preparatory School & Nursery,
Button Hill, Ecclesall,
Sheffield, S11 9HJ

Telephone: 0114 2361411
Email: enquiries@mylnhurst.co.uk
Website: www.mylnhurst.co.uk