



Lone Working Policy

Working alone can present some Health and Safety issues. As your employer, we must do all we can to ensure your safety whilst you are working alone. For this reason, we ask all staff to follow these steps if they find they are alone in one of the Spinnaker offices (Chislehurst/Eastbourne/Lambeth/Croydon):

- Ensure the external door is locked and do not open the door if you do not know or are suspicious of the caller.
- Let someone know that you are working alone in the office. If you feel unsafe or nervous, text, email or phone a colleague or one of the central team to get some advice and reassurance.
- If you have any concerns about your safety whilst working alone, contact emergency services if the situation warrants it.

School's team

Please make sure that you are safe when travelling to and from your place of work or between schools. You can see the guidance from the Suzy Lamplugh trust on how to stay safe whilst working alone: <https://www.suzylamplugh.org>.

Also please make sure you follow these steps:

1. Have a charged mobile phone whenever travelling between locations for work.
2. Contact your Hub leader, a fellow team member or someone from the central office if you feel unsafe.

All Spinnaker Trust policies and procedures can be found on the team page of our website: www.spinnaker.org/team/policies

Date Last Updated:

Created: December 2023

Reviewed July 2024