

# St. Joseph's In The Park



<b>Policy Title</b> <b>Working Alone</b>	<b>Date</b> <b>May 2019</b>
<b>Owner</b> <b>Head</b>	
<b>Approved By Governors</b>  <b>Date</b>	<b>Date for review</b> <b>May 2021</b> <b>(Resources Committee)</b>

**This policy is for whole school including EYFS.**

## **Instruction to all key holders to minimise risk to personal safety.**

Key holders may, from time to time, find themselves working alone in the building. It is important that all staff observe these instructions so that any risk to their safety is minimised.

- ◆ ensure that you are secure in the building by locking the outside doors
- ◆ make sure that you have an escape route in case of fire
- ◆ let someone know where you are and when you should be expected to arrive home
- ◆ ensure your own access to a telephone
- ◆ do not undertake any hazardous task (e.g. climbing on furniture or ladders)
- ◆ avoid working alone after dark

Please ensure all windows and doors are secure and computers have been turned off before setting the alarm.

Should you trigger the alarm please phone *Custodian* on 0870 607 3005

You will need to explain who you are, give the contract number and password which is "Mary". They will usually tell you that an engineer will call you back in order to reset the alarm. He will tell you to tap certain numbers into the alarm panel.

Please also telephone Marc Hawley (07973 617161) to alert him of the situation

In the event of discovering a break in or other damage to the premises please contact

- The Police on 0845 330 0222
- Bill Warne on 07845 794744

If you cannot make contact please do your best to secure the premises and contact Marc Hawley (07973 617161) to alert him to the damage.