DULWICH COLLEGE
FOUNDED 1619

MEDICAL CENTRE LONE WORKER POLICY

Lone Workers

Employers have responsibility for the health, safety and welfare at work of all of their employees. There are times when Dulwich College Medical Centre staff are required to work alone. The purpose of this policy is to ensure that during these times the staff are protected as much as is practically possible.

Policy Statement

The College continually strives to manage safe practices of lone working so as to:

- Increase awareness of the safety issues of working alone
- Ensure that staff are able to identify situations in which they are at risk
- Provide practical advice to deal with any situation in which they may be at risk
- Encourage full reporting of any incidents in which they felt at risk from lone working

Good Practice Strategies

Admission to the Medical Centre: The intercom monitor screen should be checked before admitting anyone to the Medical Centre. If there is any doubt about the person requesting admittance the Site Officers should be contacted immediately using the Security mobile number which is prominently displayed on the white board in the Medical Centre office and in the mobile phone address book.

Contacting the Nurse: During on call times a member of the Boarding House staff must contact the nurse on duty using the Medical Centre emergency mobile phone number. If the nurse is attending from home and will be on the College campus they must notify the Site Officers on arrival. If any member of the College community other than the Boarding House staff need to contact the nurse directly, they will be referred to the member of Boarding House staff on duty who may then contact the nurse if required. If a nurse feels that they have been at risk whilst working alone this must be reported to the Deputy Master Co-curricular, Operations and Partnerships and working practises will be reviewed.

Policy Owner:	Deputy Master Co-curricular, Operations and Partnerships
Last Reviewed:	May 2026
Date of Next Review:	2027-28 (or earlier if required)