

Lone Working Policy

'Lone working' refers to situations where staff in the course of their duties work alone or are physically isolated from colleagues and without access to immediate assistance. This last situation may also arise where there are other staff in the building but the nature of the building itself may essentially create isolated areas.

At times it will be necessary for staff to be working alone or in isolation for example, working in the staff area or office after everyone else has left.

It should be the staff member's responsibility to take reasonable steps to ensure that they are safe and are protected from risks to their health, safety and welfare.

In order to reduce any risk we will adhere to the following procedures:

- Where risks and hazards for lone workers have been identified, these will be eliminated where possible or controlled to levels as low as reasonably practicable. The lone worker must gain full knowledge of the hazards and risks to which they are being exposed and know what to do if something goes wrong.
- The management needs to ensure the lone worker is given the necessary information, tools and equipment to carry out their work safely.
- Employees, Contractors and Visitors to the pre-school must follow arrangements which have been made to ensure their safety and report any concerns to the managers or school caretaker.
- Main access doors to the pre-school to be locked or alarmed at all times when staff are working alone.
- All lone working staff must have their mobile phones on them at all times to further ensure their safety.

However, there are certain types of work activity where lone working is positively discouraged .i.e. lifting/changing the room layout, working at height where the use of steps are needed inside or out, the use of mechanical or electrical equipment not usually used on a daily basis. This list is not exhaustive.

It is not and will not be agreed for a lone worker to be on site after 6pm at any time of the year, any additional time outside normal working hours or term time, must be agreed with the management and recorded.

If a lone worker requires first aid they may be able to use the first aid box themselves if not they should phone for assistance. Any accidents should be recorded in the staff accident book. A more serious injury may result in the injured person being incapable of self-help and needs to call for assistance, this should be recorded and the management notified.

Where a decision is made that a manager/employees are working alone the risks must be assessed to confirm whether or not the work can actually be done safely, for particularly high risk activities lone working would not normally be permitted.

The lone worker should always have their own best interests in mind, they should throughout their lone working be mindful of the changing risks to hazards, getting help or rescue plans. They should know the building and environment so they can access and changes that occur during their isolation and change fire evacuation plans accordingly.

When the lone worker leaves the building the main contact should be called to be informed of their exit from the building for emergency purposes.

The most important rules are that:

- The lone worker has full knowledge of the hazards and risks relating to their work activity.
- The lone worker is fully aware of the emergency procedures, including how to summon help.
- Someone else knows of the whereabouts of the lone worker and the activities being undertaken.
- The lone worker informs their designated contact on leaving the building or at a designated time, failure to do so will result in the designated person contacting the lone worker, if the lone worker fails to answer subsequent actions are to take place.

Subsequent actions

1. Call lone worker (2-3 times) - call answered (no action) - call not answered (call manager)
2. Arrange joint location visit to locate worker - continue to contact lone worker.
3. Location visit - lone work still on site - log and make lone worker aware of their actions.
4. Location visit - building empty (no lone worker) - call/phone lone worker - no answer - check surrounding areas - contact next of kin
5. Location visit - signs of disturbance - assess own safety - contact police and next of kin
6. Await police response/arrival
7. Record all actions taken.