

### 1. What is a Lone Working?

To be classed as working alone does not mean that a person has to be working in complete isolation all of the time. An employee may, for example, be the only/last person in the office, working one to one with a service user, travelling between appointments/locations or working from home. The basis of our lone working policy is to keep staff safe outside of our usual work environment. On site we have the reassurance of CCTV, other colleagues etc. When offsite it is important to be aware of the environment and any potential hazards.

#### 1. Who is responsible for putting this policy in place?

It is the responsibility of Senior Management and trustees to ensure this policy and procedure is put in place for all lone workers under their supervision.

#### 2. Hazards of Working alone:

People who work alone face the same day to day hazards whilst at work as other employees. However, for lone workers the risk of harm is greater because of the degree of isolation. It is, therefore, crucial that the specific hazards of lone working are taken into account when risk assessments are carried out. Examples of specific hazards are:

- Accidents/emergencies arising out of work
- Fire
- Inadequate provision of rest, hygiene and welfare facilities.
- Violence
- Moving and handling
- Travelling
- Sudden Illness
- Stress due to isolation.

#### 3. Senior Management Duties:

To safeguard the health and safety and welfare of its employees whilst at work. It's the senior management team's duty to ensure "suitable and sufficient" risk assessments are in place for lone workers, including the monitoring of the measures which may be needed to eliminate or reduce any risks which have been identified.

#### 4. Employees Duties:

Employees have to take reasonable care of themselves, and other people affected by their work activities and co-operate with meeting the school's legal duties under health and safety legislation.

It is imperative that the employee ensures that our service risk assessment system is followed prior to lone working and throughout any agreed programme.

If an employee identifies a hazard or task that is not covered by existing risk assessments, then it is their duty to highlight this to the Principal and Director immediately.

### **5. Is an employee suitable to work alone?**

The Principal should confirm that existing or potential lone workers do not have any medical conditions which may make them unsuited for working alone. Potential limitations should be discussed with the employee on appointment. Considerations should be given to types of work and any emergency situations which may impose additional physical and mental burdens. Equally employees who work alone should inform their SLT of any medical condition which affect their safety whilst working alone. However, if an employee has got a medical condition it does not mean that they should automatically be excluded from work. Discussion with the employee is vital for realistic work parameters to be set and the relevant risk assessments to be accurately reviewed.

- *Consider the risk assessment and align with employees care plan re their medical requirements and considerations*

### **6. Training Lone Workers:**

- Health and Safety Awareness (*link to health and safety policy*)
- Child Protection training (*link to safeguarding policy*)
- Personal Safety Training
- Dealing with Challenging behaviour/violence
- First Aid training
- Risk assessment awareness

### **Additional Support for Lone Workers:**

In addition to policies and procedures designed to ensure the safety of employees, there are extra measures that need to be put into place to ensure the continued safety of employees working alone.

- Provide a Buddy system via our communication system
- Provide advice guidance or additional resources that may be required for both routine and emergency situations.
- First aid kit to be transported by employee
- Ensure that the Lone worker has either arrived or left the workplace with a regularly updated contact list of on call support if needed.
- Where Lone workers may be out of base on a regular basis, it is important for managers to be in possession of accurate information on the whereabouts of the lone worker. The lone worker should text the main office when arriving to and leaving each appointment.

- Supervision on a regular basis with the Principal, to support the Lone worker and address issues including work load, child protection issues and time scales of projects.
- The Principal and Director have a responsibility to ensure all risk assessments are current and are reviewed within a relevant timescale. All risk assessments are to be signed off a week prior to visits and stored with the office administrator.
  
- **Additional equipment for Lone Workers:** Personal Alarm (if requested) CCTV where appropriate, First Aid Kit, Mobile phone, Accident and Incident Book, Contact details of Support Network
  
- **Assessing the Risk to Lone workers:** Is the environment safe?, Can work be carried out safely by one person? Check and monitor risk assessments, Lone worker to report and log any concerns