



We demonstrate tolerance and respect through child-led play

## Lone Workers Policy

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# Lone Workers Policy

## 1 Scope & Purpose

1.1 This policy applies to all situations involving lone working arising in connection with the duties and activities of staff, contractors, volunteers, students and those on work experience.

1.2 The purpose of this policy is to promote a safe culture and adoption of good practice in the context of lone working.

## 2 Outline

### 2.1 Introduction

Croft Playgroup recognises that some staff are required to work by themselves for significant periods of time without close or direct supervision in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

Croft Playgroup also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees. These responsibilities apply equally to that staff that, for whatever reason, work alone.

### 2.2 Definition of Lone Workers

Lone workers are those who work by themselves without close or direct supervision such as:

i) Staff in fixed establishments where:

- Only one member of staff works on the premises
- Staff working separately from others
- Staff working outside normal hours

### 2.3 Aims of Policy

The aim of the policy is to: -

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic way to reduce the risk, so that it is reasonably appropriate.
- Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- Ensure that appropriate support is available to staff who have to work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.

### 2.4 Responsibilities

#### The Manager

The manager is responsible for:

Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;



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Providing resources for putting the policy into practice; and ensuring that there are arrangements for monitoring incidents linked to lone working and that the manager and trustees regularly reviews the effectiveness of this policy.

### **Managers and Committee Trustees**

Managers and committee trustees are responsible for ensuring that:

- all staff are aware of the policy
- risk assessments are carried out and reviewed regularly
- procedures and safe systems of work are in place
- staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updates and refresher training as necessary
- Appropriate support is given to staff involved in any incident; and managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

### **Employees**

Employees are responsible for: -

- Taking reasonable care of themselves and others affected by their actions
- co-operating by following rules and procedures designed for safe working
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- taking part in training designed to meet the requirements of the policy
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone. Please refer to Appendix 1.

### **2.5 Risk Assessment**

Risk assessment is essential to good risk management. Assessments shall be carried out for and by all staff whose working practice makes them vulnerable. Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable. In all cases there is a fundamental question about the need for lone working.

Managers must decide whether systems can be adopted to avoid workers carrying out tasks on their own. If this is not possible the working practice of the member of staff plus other contributory factors must be risk assessed.

Where staff must work alone at Croft Playgroup these checklists can be used as a tool to assist managers to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with Lone Working.

The checklists should be retained in the playgroup office and a copy of this policy given to all staff members whose lone working makes them vulnerable.



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Following completion of the Risk Assessment, consideration should be given to any appropriate action that is required. Managers must ensure that risk assessment systems are in place to meet the specific needs of all lone workers within their area of control.

### 2.6 Support for Staff

All new staff to the playgroup, who may be involved in lone working will receive a copy of the Lone Workers Policy, and this will be highlighted as part of the induction process.

Employees working for the playgroup should know that their safety comes first.

Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe.

Managers will therefore ensure that all lone workers training needs are assessed and that they receive appropriate training

### 2.7 Contracted Workers

Contracted workers should have their own 'lone workers' policy which they should already be aware of and adhere to. Their own policy covers them during their time in Croft Playgroup's building. Contracted workers will always be aware of Croft Playgroups policies and procedures.

## Appendix 1

### Safe practice guidelines for lone workers to consider and follow:

- Arrange for your use of the premises to coincide with at least one other member of staff wherever possible.
- Plan your use in advance and inform the playgroup manager of your intended times of work
- If you must be in the playgroup on your own out of school hours, ensure that someone else knows where you are and when you expect to leave. Let them know when you have finished.
- Lock the entry door when you are inside (only set the alarm when you leave the building).
- Consider drawing any available blinds to restrict visibility into the room from the outside.
- Carry a mobile telephone so that you have a means of communication in any part of the playgroup building

### This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

*Date policy to be reviewed: January 2024 or earlier if required*