



We demonstrate tolerance and respect through child-led play

## Lone Workers Policy

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# **Lone Workers Policy**

## **1 Scope & Purpose**

1.1 Croft Playgroup 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 staff that, for whatever reason, work alone.

1.2 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.

1.3 Lone Workers are defined as those who work by themselves without close or direct supervision such as:

- Staff in fixed establishments where only one member of staff works on the premises.
- Staff working separately from others.
- Staff working outside normal hours

1.3 The purpose of this policy is to:

- Promote a safe culture and adoption of good practice in the context of lone working.
- Increase staff awareness of safety issues relation 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 Responsibilities**

### **2.1 The Manager**

The manager is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice; and ensuring that there are arrangements for monitoring incidents linked to lone working;
- All staff are aware of the policy;
- Ensuring procedures and safe systems of work are in place;
- Identifying individuals identified as being at risk and sharing relevant information, instruction and training;



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- Ensure appropriate support is given to staff involved in any incident, ensuring an effective system of reporting, investigating and recording incidents is in place.
- Ensuring risk assessments are carried out and reviewed regularly in order to implement preventative measures;
- Ensure that the effectiveness of this policy is regularly reviewed.

## **2.2 Employees**

Employees are responsible for: -

- 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.

## **2.3 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.

# **3 Risk Assessment**

Risk assessments should 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 risk assessment checklists (referring to safe practice guidelines noted in Appendix 1) can be used to identify if the existing control measures are adequate and if not, what additional measure should be taken to help reduce the risks associated with Lone Working.

Copies of relevant documents should be given to all staff members whose lone working makes them vulnerable.



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## 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: Jason Adams

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

*Date policy to be reviewed: February 2026 or earlier if required*