

Lone Working Policy

Our Policy

We recognise that there are occasions when practitioners or cleaning staff may be required to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual. The policy of our Pre-School is that lone working should be avoided where possible. In practice this means that only the cleaner will be working alone on a regular basis. Our policy sets out the approach to identifying these risks and managing them.

Risk Assessment

- Risk of violence. All lone working situations are assessed for the risk of physical or verbal threats.
- Equipment. All equipment used by lone workers is assessed for its suitability for use by one person.
- Chemicals. Any chemicals used are assessed for their suitability for use by those working alone.
- Working at height. Working at height is not undertaken when working alone.

Procedures

- Staff do not arrange meetings with parents when lone working. Meetings must be arranged during Pre-School hours or when other members of staff are on site.
- Staff/cleaner should ensure that someone is aware they are working alone and give them an expected time of return or keep in regular contact with them via mobile phone.
- Individual staff working with small groups of children on their own are aware of the potential vulnerability of children and staff in such situations and must manage these situations with regard to the safety of the children and themselves.
- Mobile phones can provide a level of security and peace of mind, but should be not solely relied upon. If carrying a mobile phone, staff should check the battery charge level and signal strength.
- Lone workers must keep all external doors are closed and locked.
- Lone workers must not confront or challenge unauthorised persons or intruders, unless they are sure it is safe to do so.
- If there are any signs of unauthorised access or unauthorised persons on site, one of the managers, a committee member or the police should be contacted.

Legal framework - Health & Safety at Work Act 1974