

LONE WORKER POLICY

Fun Foundations is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when staff may be required to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Categories of lone workers

Within Fun Foundations a lone worker will most probably fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied building
- ◆ Those who work in an isolated part of a building/school grounds
- ◆ Those responding to an alarm call out after normal school hours

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk Assessment

It is the responsibility of the manager to ensure that all members of staff have read and understood the Lone Working Policy & Risk Assessment.

A risk assessment must be undertaken for each Lone Worker / lone working episode.

Hazards identified will be evaluated by the Manager/Health and Safety Coordinator for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given a copy of the Lone Working Policy & Risk Assessment and will be required to complete an assessment relevant to the work they are undertaking before starting work. The Contractor is required to fully comply with all aspects of the relevant Health & Safety Legislation whilst working on site at Fun Foundations.

Controls

Staff should seek the permission of the Manager / Health & Safety Coordinator to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.

Lone workers must be considered capable of responding correctly in an emergency situation by the Manager.

Whenever possible it is recommended that staff work with a partner.

Staff should not enter the nursery premises if there are signs of a break in or intruders.

Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

It is advised that lone workers provide a relative or friend with a telephone contact number to call if the lone worker fails to return home at the expected time.

Staff working alone have a responsibility for making themselves familiar with and following the nursery's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

Lone workers should communicate with their check in / check out contact when at the nursery.

If staff rely on mobile phones they must ensure that their network has good reception within nursery.

Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements by using the nursery intercom equipment. Details of the method of use is contained in the lone worker risk assessment.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

Date of Review	Changes Made	Signatures	Date of Next Review
6/09/2016	Introduction of new policy	A. Ferguson.	August 2017
05/04/2017	None	A. Ferguson.	April 2018