

## **Lone Working**

Burwell Early Learners (BEL) and After School Club recognises that there may be an increased risk to the health and safety of its employees and contractors whilst working alone. The policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the manager.

### **Definition**

Lone workers are those employees and contractors who work by themselves without close supervision and as such come under the health and safety at work policy. For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the normal workplace, or when working outside normal business hours and the following situations are covered by this policy:

- Last employee in the building locking up.
- Employees working outside of normal working hours.
- People attending out of hours meetings/functions.
- Contractors

### **Legal position**

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). Section 2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. There is no legal prohibition to working alone, however any hazards must be identified, risk assessments carried out and measures put into place to control any risks. All employees should consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible all staff are made aware of this policy and the procedures required for lone working.

### **Risk Assessment**

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support

should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence – all jobs involving an element of lone working will be assessed for a risk of verbal threats or violence. The priority will be those involving face-to-face dealings with members of the public and / or cash handling.
- Equipment – Equipment used by lone workers will be assessed to ensure that is suitable for use by one person.
- Work at height – Working at height will not be undertaken when working alone.
- Chemicals – Any existing or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- The worker – The medical fitness of the workers working alone will be assessed.

### **Procedures and control measures**

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders.
- Notify the Manager or Deputy or police if there is any sign of intrusion or if you are concerned about unauthorised users.
- In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone, e.g. epilepsy.
- All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures, e.g. fire.
- Staff are required to lock themselves in the building when working alone.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during pre-school occupancy times or when there is more than one member of staff on site for the duration of the meetings.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the building, unauthorised persons when lone working.

- All staff are required to give 24 hours notice to the Manager or Deputy before lone working, either after hours or through holiday periods.
- An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the pre-school. If there is sign of an entry police support MUST be gained before entering the pre-school.

### **Communication**

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Carry a mobile phone when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly point, ensuring that you are cleared to leave the site in the event of an incident.
- Confirm when you are leaving the building.

### **First aid**

For those working on our premises, first aid kits can be found in Dolphin Room kitchen, Starfish Room windowsill and Seahorse Room Toilets. Cold compress are kept in Dolphin Room and main kitchen fridges.

### **Emergency procedures**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone or preschool phone to contact the Manager or Deputy, or the emergency services.

### **Access and egress**

Staff are required to consider weather conditions before coming into and while at work.

### **Unacceptable lone working**

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.

### **Training**

Lone workers will be trained in safe working practices as appropriate.

## **Oversight**

It is the Managers responsibility to:

- Monitor the tasks being carried out by staff.
- Ensure that any tasks described are not carried out by one person alone.
- Ensure that any lone worker follows good working practices and safe systems of work.

## **Lone worker duties**

All lone workers are expected to co-operate fully with instructions given by the Manager or Deputy. They are also expected to follow the pre-schools safe systems of working and any associated procedures. Failure to do so may be a disciplinary offence.

## **Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- The smoke free (Premises and Enforcement) Regulations 2006