



# Ladybirds Pre-School



## LONE WORKER POLICY

**STATEMENT OF INTENT:** This setting recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the chair.

**AIM** This policy and its procedures aim to protect staff who 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.

### METHODS

1. Avoid lone working wherever possible
2. Carry either a mobile phone or setting telephone at all times when lone working
3. Let someone know family/relatives/colleague you are coming into work, how long you expect to be and when you are leaving
4. Comply with fire evacuation procedures and attend fire assembly points
5. Staff are required to lock themselves in the buildings when lone working
6. Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
7. Staff are required not to handle cash when lone working
8. Late meetings must finish promptly and not leave one member of staff on site
9. Staff must not approach, or let into the building, unauthorised persons when lone working
10. All staff are required to give 24 hours notice to the Manager before lone working, either after hours or through holiday periods. The setting will be locked during these periods
11. Staff/committee members attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support must be gained before entering the school

**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:

**PLANT AND EQUIPMENT** - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

**CHEMICALS** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.

**FIRST AID** - For those working on our premises, first aid kits can be found in the kitchen marked first aid



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**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. · Transport of injured persons.

**EMERGENCY PROCEDURES:** In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone / school phone to contact either a family member/ relative / colleague or the Chair or the staff member's nominated person or the emergency services.

This policy was adopted by Ladybirds Pre School *(name of provider)*

On 19<sup>th</sup> March 2019 *(date)*

Signed on behalf of the provider

Name of signatory Gerard O'Neill

Role of signatory (e.g. chair, director or owner) Trustee