



Lone Working Policy

Policy administration	
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Electronic copies available from	twinkle@winkle.cheshire.sch.uk
Hard-copies of this plan are available from	Twinkle office
Date of next review	March 2023
Person responsible for the review	Toni Meakin

Date updated	Brief summary of changes

Lone Working Policy

Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The Local Authority’s definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

Persons at Risk

At Twinkle Pre-school, people at risk may include anyone who comes into school alone during closure times and particularly the setting supervisor.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations to the trustees or health and safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety, for example, use kick stools when working at height
- Not do anything to put themselves in danger
- Know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- Never cut corners or rush work
- Always follow reasonable targets
- Stop for regular breaks and, if possible, change activity
- Inform the trustees or health and safety representative of any relevant medical conditions
- Inform the trustees or health and safety representative of any hazards or accidents encountered.

All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the Twincle office.

Twincle Pre-School will:

- Provide opportunities for meetings and support
- Assess the risks to all lone workers and communicate the findings
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- Consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, staff should arrange to be in school with others. Key holders are also advised to inform someone when they are attending an alarm/emergency call out. Staff should inform the trustees when they are on the premises and

when they are leaving. It is also advisable that staff inform someone from home that they are working in Twinkle out of normal Twinkle hours. Staff are provided with the trustees' mobile phone numbers.

Emergency Services Information

1. Dial 999 and be ready to give the following information:
2. Telephone number: 01260387387
3. Address: Wincle CE Primary
 Wincle
 Near Macclesfield
 Cheshire
 SK11 0QH
4. Give the exact location in the school
5. Give your name
6. Give a brief description of the situation
7. Inform the emergency services of the best entrance to the area of the school.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment

Declaration

If Twinkle staff fail to let the trustees know that they are visiting the setting out of normal hours, Twinkle are unable to ensure the staff member is kept safe; therefore, Twinkle will not take responsibility if there is accident.