



Lone Working Policy

September 2023



Lone working

For the purposes of this policy, lone working will be defined as a situation 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. Within World there are various work activities that may result in staff members working alone; for example:

1. Staff that are required to work alone for all or most of the time, such as 1-1 coordinator
2. Staff staying on to finish urgent work after others have left, or those who regularly work late or start early, before anyone else gets into the building.
3. Staff on home visits alone.

Risk Assessment

It is the responsibility of the The Director and The Manager together to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this, as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received in addition to the individual's medical history. Hazards identified will be evaluated by The Director and The Manager 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. The experience and training of staff and the activities to be undertaken will be taken into consideration before allowing lone working. Whenever possible it is recommended that staff work with a colleague and ensure that they are aware if they are to be in a lone working situation. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Staff Responsibilities

Staff members have a duty of care for themselves and anyone else who could be affected by their actions. Therefore, they have a responsibility to ensure that they:

- Are aware and follow all policies or procedures.
- Always plan ahead.
- Are fully aware of the risks when working alone.
- Do not put themselves in potential danger.

COMPANY NUMBER I038594I

- Ensure that they have made themselves aware of the nearest place of safety.
- Be aware of the on-site security procedures.
- Ensure that access is available to personal alarms/mobile phones or some form of personal communication.



All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers keep a mobile phone with them in case of an emergency. Staff completing home visits as a Lone Worker should ensure that someone is aware of the address/family to be visited. Staff must not put themselves in danger by challenging intruders or vandals. All staff receive training to help ensure they understand the risks associated with lone working and to minimise these risks. Staff are responsible for making themselves familiar with and following the school's safety procedures and knowing the location of safety equipment. They should not undertake activities that involve working at height or any task that has been identified as medium risk (such as moving heavy or unstable objects). They should not undertake any activities that are identified as high risk (such as entering the home where suspected or known violence, drug or alcohol misuse has taken place) or which is potentially hazardous, given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow appropriate Working at Height procedures. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly. World respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. Staff should be proactive in bringing to the attention of The Director and The Manager of any aspect of work-related risks.

This policy will be regularly reviewed and amended as necessary. Following any incident a thorough investigation will be carried out and its findings used to inform change to procedures and working practices.

Policy Review

This policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy document will be reviewed in September 2024.

A handwritten signature in black ink, appearing to read "AB Burlison", is written over a faint red stamp.

Signed by:

Andrew Burlison (Managing Director)

Headquarters: Moor House Adventure Centre; Rainton Gate, West Rainton, Houghton le Spring, Tyne & Wear. DH4 6QY.

Tel: 01915841703 (Opt. 5) Mob: 07792834117 Email: abworld365@gmail.com Web: www.worlds.org.uk