

Lone Worker Policy

Statement

This policy applies to all employees and volunteers permanent or temporary of Stepping Stones Pre-School and includes any self employed contractors, agency, or visiting professionals employed to provide services on their behalf.

The aim of this policy is to ensure, so far as is reasonably practical, that staff who work alone are not exposed to risks to their health and safety and to improve personal safety to staff who work alone.

What is a lone worker?

A lone worker is anyone who works in isolation from their colleagues without close or direct supervision.

- Staff working alone outside of normal opening hours.
- Maintenance or cleaning staff.

Legislation

The pre-school has an obligation under the *Health and Safety at Work Act 1974*, to ensure the Health, Safety and Welfare of their employees. *The Management of Health and Safety at Work Regulations (MHSWR) 1999* places a duty on employers, to identify significant risks within the organisation and to reduce those risks so far as is reasonably practicable. In addition, *Section 7* of the act requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Risk Assessment

We have made a risk assessment for lone workers, identified the hazards and taken the necessary precautions to make the situation as safe as reasonably possible for employees.

Procedures

We ask all employees who are working on the premises alone not to take any unreasonable risks. For example:

- Lifting or carrying heavy or awkward objects.
- Using anything other than the provided steps.
- Failing to use protective equipment i.e. goggles, gloves etc.
- Using dangerous equipment or chemicals inappropriately.

Lone workers must always carry a mobile phone (or the setting phone) on their person while at the setting.

We ask them to inform a member of their family, a friend or colleague of their arrival and departure from the pre-school.

We also ask them to carry the contact details of at least 2 members of the pre-school staff or Committee.

Employee or Volunteer Lone Worker Policy Acknowledgement

I have read and been informed about the content, requirements, and expectations of the Stepping Stones Lone Worker policy for employees, contractors and volunteers at Stepping Stones.

I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Stepping Stones.

I understand that if I have questions, at any time, regarding the Lone Worker policy, I will consult with my line manager in the first instance or a member of the Management Committee.

Please read the Lone Worker policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Receipt By: _____

Date: _____