

Banwell Buddies Lone Working Policy

Statement of Intent

Staff at Banwell Buddies sometimes work alone. We recognise the risk when people are working alone and the aim of this policy is to ensure the welfare of all those engaged in activities on behalf on our setting.

Method

A copy of this policy is given to staff as part of their induction and will be reviewed with staff regularly so that:

- All employees are aware of their responsibility to take reasonable care of themselves and others.
- When any employee has a concern regarding lone working or issues regarding their personal safety, they inform their line manager to ensure safe systems of work are established and followed.
- We ensure, so far as is reasonably practicable, that appropriate equipment, facilities and / or working arrangements are in place for the protection of lone workers.

The following procedures are in place to minimise risks to the personal safety of staff:

- Prior to commencing work the risks will be considered and a risk assessment written if necessary.
- Risk assessments are ongoing and reviewed regularly.
- Record all situations where staff have felt at risk, discussing these with staff and making additional recommendations/amendments to the procedures.
- When working alone in the setting, staff must lock all entrances to enable monitoring of entry to the building.
- When making appointments to meet parents/carers or hold consultations staff must discuss this with other staff and ensure they are not alone in the building.

Employees have a responsibility to:

- Be aware of and comply with the risk assessment process for lone workers relevant to their current role(s).
- Report all untoward incidents as soon as possible.
- Share information that could have **any** impact on health and safety with their line manager immediately.

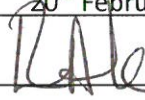
- Share information with their line manager if they are unable to work alone because of particular health reasons.

Incident reporting

- The individual(s) involved will report the incident to their line manager or deputy at the earliest opportunity.
- The individual(s) involved in the incident will complete an incident report form and forward it to their line manager as per the agreed policy.
- The involved individual(s) will be offered advice and support from their line manager or deputy particularly in regard to any preventative action.

This Policy was adopted at the meeting of: Banwell Buddies

Held on: 20th February 2017

Signed on behalf of the Committee: 

Role of Signatory: Chair of Management Committee

Last update: 13.03.2017