



Spinney Pre-School Lone Working Policy, Procedure and Guidance

Statement of intent

It is Spinney Pre-School's commitment to ensure the welfare of all those engaged in activities on behalf of the pre-school and recognises the increased risk when people are working alone. This policy is intended to cover employees who may be engaged in the work of the Pre-School.

Aim

The aim is that employees are not left to work on their own but if this occurs then there are procedures and guidance to follow.

Responsibility for procedures

The Supervisor is responsible for ensuring employees, working alone are provided with a copy of the procedures and guidance.

The Supervisor must ensure that lone working risk assessments are carried out and measures need to be monitored to make sure they are effective.

All employees have a responsibility to take reasonable care of themselves and others.

Whenever an employee or volunteer becomes aware of a health and safety problem, regarding lone working or issues regarding their personal safety, they must inform the Supervisor and a risk assessment carried out.

Methods to minimise risks to personal safety

In order to achieve this, the Pre-School will:

- Issue procedures and guidance to promote safe working practices in respect of working alone or in circumstances where their personal safety may be at risk.
- Record all incidents where staff have felt at risk, discussing these with the staff and making additional recommendations/amendments to the procedures
- Consult with staff on perceived risks
- Carry out risk assessments for situations where there is an increased risk of personal safety for employees and volunteers.

Risk Assessment

In order to ascertain whether or not the level of risk is acceptable the following needs to be asked:

- How often does lone working occur?
- What is the likelihood of harm to the staff member?
- Is the local area noted for muggings etc?
- Is the individual more at risk from a health perspective, e.g. because they suffer from asthma, epilepsy or have a medical history which may make them more vulnerable than others?
- Is there access to a telephone?
- Has the employee received appropriate instructions and training in relation to the health and safety aspects of their job?

Procedures for those working alone in the pre-school setting

- Keep the door locked if possible, and in all events control entry to the building.
- Ensure you let the Supervisor know if you intend to work on your own in the setting.
- Ensure you let someone know where you are.
- Do not engage in activities, which might result in accidents – such as climbing to reach high shelves.
- Whenever possible do not stay in the building on your own after dark.

Procedures for making home visits

- A minimum of 2 people should undertake a home visit.
- All home visits must be pre-arranged with the family visiting.
- Details of the home visit to be recorded prior to the visit:
 - Name and address
 - Telephone numbers
 - Date and time
 - Reason for home visit
- Before leaving the setting, let people know you are going and when you expect to finish the visit and that they have your mobile number.
- Take a mobile phone with you and keep it on at all times.
- Make arrangements to ring if your arrival or departure time has been changed.
- Think about the location when you arrive at the home. Consider where you should park your car so you can leave quickly or the nearest route to public transport.
- Phone the Pre School to inform them of your arrival.
- Take only what is essential into the home.
- Take in your surroundings when in the house and place yourself with a clear line to an exit.
- Remain alert to changes in moods, movements and expressions.
- If you feel at risk – leave as quickly as possible – and report back to the setting as soon as possible.
- When the visit has been completed, Pre School must be informed.
- When 30 minutes after the expected return time have elapsed, the Supervisor/Deputy should try to make contact with the employee and continue trying.
- If after 1 hour the employee has not been spoken to the Supervisor/Deputy they should consult the police for advice.

General Guidance

- **Prepare yourself for the journey:**
 - Know where you are going
 - Inform the Supervisor and or work colleagues where you are going
 - Ensure your belongings are safe
- **Look confident**
 - Stand tall and look as if you know what you are doing
 - Be alert to what is going on around you
- **Avoid risk**
 - Do not take short cuts unless they are as safe as the longer route
 - Do not change your plans at the last minute
- **Never assume**
 - It won't happen to me
 - Do not ignore your instincts.

This Policy was adopted at a meeting of the Pre-School held on (date) _____

Signed on behalf of the Pre-School _____