

Kiddy Academy Lone worker Policy

It is recognised by Kiddy Academy that by the nature of their job staff members can be required to work alone or can find themselves in such circumstances.

Lone working can be described as “work that is specifically intended to be carried out by unaccompanied persons, without direct supervision or immediate access to another person for assistance”.

Lone working may expose employees/others to additional health and safety risks which do not present themselves in other circumstances. Through a process of risk assessment, significant risks will be identified and controls put in place to eliminate/reduce the risk. To achieve this, the co-operation of all involved is essential and requires all levels of management and individual staff members to work together to develop and implement safe systems of work.

Rationale

This policy is underpinned by health and safety legislation and places a duty on Kiddy Academy to provide and maintain a safe working environment.

Policy Aim

This policy aims to ensure:

The lone worker has full knowledge of the hazards and risks to which he/she is being exposed. The lone worker knows what to do if something goes wrong. Someone knows the whereabouts of the lone worker, what he/she is doing.

Policy Statement

Kiddy Academy is committed to ensuring, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Working alone does not contravene the law, but it can bring additional risks to a work activity. Through the process of risk assessment Kiddy Academy will identify activities that have a significant level of risk attached to them. Kiddy Academy will, so far as is reasonably

practicable, employ controls to reduce the exposure to those risks or eliminate the risk all together.

It is applicable to:

All lone workers, as defined, whether in a clinical or non clinical environment. Line managers of lone workers. Staff who are not routinely defined as lone workers but on occasion are required to work alone as per the definition. Those staff who are responsible for providing information which may affect the safety of lone workers.

The settings manager is the lead person for Health and Safety which includes responsibility for establishing and monitoring the implementation of the Lone Working Policy.

Managers are responsible for:

Ensuring that staff are aware of this policy and understand the methods and timing of reporting incidents. Ensuring risk assessments, policies and procedures are produced and that safe systems of work are adopted including emergency response arrangements. Ensuring that any lone working procedures and safe systems of work implemented are subject to regular monitoring and reviewing to ensure effectiveness. Ensuring that staff receives appropriate information, instruction, training, supervision and equipment.

Staff

If staff hold a post where the nature of the job involves working alone a risk assessment must be carried out with appropriate arrangements put in place to ensure health and safety.

Staff must:

Ensure they have all the necessary information, instruction and training to recognise the hazards and risks involved with working alone. Comply with policy and related procedures and co-operate with supervisors and managers on all health and safety matters. Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. Advise line managers of any concerns or risks. Co-operate fully in any subsequent investigation of an incident. Follow safe working procedures including the use of safety/communications equipment. Know what to do if something goes wrong. Report any incidents, concerns about working alone, or faulty equipment to their line manager.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19