**Lone Working Policy**

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**Management’s responsibilities when left in the building alone:**

• To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation

• To ensure that the employee has the ability to contact them or a member of the team event if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)

• To check that the employee has someone they can contact in the event of an emergency, and the numbers to call

• To ensure that employees have the ability to access a telephone whilst lone working

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

**Lone Working Policy**  
At Chalke Valley Playschool, the safety and well-being of staff and children are of utmost importance. While lone working is kept to a minimum, there may be occasions where it is necessary. This policy outlines the measures in place to ensure the safety of staff working alone and the children in their care.

**Definition of Lone Working**

Lone working refers to situations where a staff member is working by themselves without direct supervision or immediate access to colleagues for support. This may include:

* Opening or closing the playschool premises.
* Working in isolated areas of the setting (e.g., storage rooms or outdoor spaces).
* Attending to specific tasks alone (e.g., administrative duties after hours).

**Responsibilities**

**Management Responsibilities**:

* Ensure all lone working risks are assessed and appropriate measures are in place.
* Provide training to staff to handle lone working situations safely.
* Maintain communication protocols for lone workers.

**Staff Responsibilities**:

* Follow all safety procedures and report any concerns to management immediately.
* Avoid taking unnecessary risks while working alone.
* Ensure a phone or walkie-talkies device is always accessible.

**Safety Measures**

1. **Risk Assessment**:
   * A risk assessment is conducted for any lone working situation to identify potential hazards and implement controls.
2. **Communication**:
   * Lone workers must inform the designated person (manager or deputy manager) of their start and finish times.
   * Staff should carry a mobile phone or have access to the playschool phone during lone working situations.
3. **Environment Checks**:
   * Lone workers must ensure the premises are secure, including locking doors and checking entry points.
4. **Emergencies**:
   * In an emergency, staff should contact the designated person or emergency services as required. Emergency contact numbers are displayed in accessible areas.

**Prohibited Lone Working Activities**

Lone working is not permitted for tasks that pose a significant risk, including:.

* Operating heavy or hazardous equipment.
* Handling potentially dangerous situations without support.

**Monitoring and Review**

* The management team regularly reviews lone working arrangements to ensure safety measures remain effective and relevant.
* Any incidents or concerns related to lone working are recorded, investigated, and addressed promptly.

By adhering to this policy, Chalke Valley Playschool ensures that lone working is managed safely, maintaining a secure environment for staff and children alike.