

# Working Alone Policy

Dainty Little Hands Ltd Out Of School Clubs will ensure that all lone workers are thoroughly trained at the commencement of employment, receive regular monitoring and supervision, and are instructed in all matters relating to their health and safety at work. Dainty Little Hands Ltd Out Of School Clubs recognise that lone workers may face situations where Employees are not in a safe and/or appropriate position to lone work, and will not require employees to work alone where this results in unacceptable risks.

The following procedure should be read in conjunction with the organisation’s **Health and Safety Policy**.

## Procedure

1. The organisation will ensure that this procedure for solitary workers ensures safe and effective systems of work at all times. All employees are therefore required to draw to the attention of their Club Manager/Support Manager(s) any amendments or additions to the procedure which may become necessary from time to time.
2. All employees have a responsibility to act in such a way as not to put themselves or their colleagues at risk. Where employees work alone the organisation places even greater trust in them to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.
3. All candidates for solitary worker positions must undergo a full medical questionnaire. Each individual’s suitability on medical grounds will be related to the specific job applied for and the particular hazards and risks associated with that job. Requests for medical reports/medical records will be subject to the Access to Medical Reports Act 1988 where appropriate, and to the Access to Health Records Act 1990.
4. All new appointees to solitary worker positions will receive comprehensive induction training. All employees must satisfy their Support Manager(s) that they are competent in all aspects included in the training which will cover:
   1. The duties of the particular post, including all Child Protection and Safeguarding policies and procedures (included related policies and procedures).
   2. Safety aspects of all machinery/equipment to be used.
   3. Emergency procedures: fire, accident, illness, physical attack.
   4. Departmental systems of monitoring, supervision, employee support.
   5. Pay, employment conditions, the organisation’s rules.
5. The Managing Director (Jayne Dainty) is responsible for ensuring that risk assessments are undertaken and safe working systems are operated throughout the organisation. These systems should be set down in writing and copies given to all staff.
6. The Managing Director (Jayne Dainty) is responsible for setting up and maintaining an effective procedure relating to all equipment/machinery used by the staff, to ensure that:
   1. All equipment/machinery is safe
   2. Defects are quickly reported and rectified
   3. Regular maintenance is carried out.
7. Club Managers/Support Manager(s) will regularly review the training needs of the staff, and ensure that refresher training, or training in new working methods, is provided.
8. All solitary workers will have a supervision/spot check with their Support Manager(s) at least once every week. In addition, each Support Manager(s) will hold meetings, which all staff must attend, on a regular basis.
9. For regular lone workers, the Support Manager(s) are always available to be contacted for help and support in fulfilling the duties required. In the event that the contact is unavailable and advice urgently required, employees should contact \_\_\_JAYNE DAINTY\_\_\_\_\_\_ at tel: 07843391751.
10. All solitary workers will have quick and easy access to first-aid facilities. Mobile workers will be provided with a first-aid kit.
11. In circumstances where the organisation accepts that a solitary worker could have difficulty in raising the alarm in an emergency, the organisation will work with the Host School to install or provide an alarm system appropriate to the situation.
12. Where solitary workers are mobile during their working day, systems will be established whereby the location of individuals at any particular time can be determined: this may include the requirement to report to a central point at the end of a working period. Such systems must be strictly adhered to.

## Additional Clauses

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| Signed: | \_\_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_02/07/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_\_01/07/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Temporary workers will not be used to cover absences by solitary workers, unless they are fully trained in all the relevant procedures.