



Lone Working Policy

Approved by:	Pip Burley	Date March 2020
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1. Policy Statement

Leamington LAMP acknowledges our responsibility for the health, safety and welfare at work of our employees and those affected by their work, including learners, volunteers, and visitors. It is our duty to assess risks of lone workers and to take appropriate steps to control risks.

Employees have the responsibility to take reasonable care of themselves and others, and to co-operate with LAMP in meeting legal obligations.

LAMP acknowledges that, although not a regular occurrence, it may sometimes be necessary for our staff to work alone with a learner. The safety of both young people and staff is paramount, and LAMP is committed to minimising the risks of lone working for its employees and young people.

2. Definition

Lone workers are described in Health and Safety at Work legislation as those who work by themselves without close or direct supervision.

3. Risk Assessment on students

Prior to each learner starting their placement, a Risk Assessment form will be filled in by the referrer, which will outline specific risks in 3 categories; Low Risk, Medium Risk, and High Risk.

The Education Manager will assess all risks, and all medium and high risks that are judged to relate to lone working will be reported to the learners' tutor. In these circumstances the learner will be classed as inappropriate for lone working and no lone working will occur. These risks include (but are not limited to) history of CSE, anxiety, depression, learning difficulties, criminal record, and violent behaviour.

4. In an Emergency

Lone workers must be capable of responding correctly to emergencies. They will be required to carry a personal mobile or company mobile to summon help. The risk assessment will identify foreseeable events and procedures should be established for responding to them.

In the event that the lone worker has not returned at the expected time, the nominated staff member will:

1. Ring the worker's mobile number.
2. Ring the phone number of the place visited.
3. Ring the worker's personal contact number(s).
4. Contact the worker's line manager.

If the worker still cannot be contacted, the nominated worker will:

1. Phone a member of senior management.
2. Phone the police.

In the event that a young person absconds from site, normal procedures for this will be followed - all staff are trained in this procedure. In the event of a situation where the staff member judges that force needs to be used, normal procedures for this will be followed - all staff are trained in this procedure.

5. Supervision

Although lone workers cannot be subject to constant supervision, it is our responsibility to ensure that the staff member understands the risks associated with their work. The Education Manager must ensure that necessary safety provisions are in place.

Managers are responsible for supervising lone workers, but the extent of the supervision will depend on the risks involved and the ability of the staff member to identify and handle health and safety issues.

The level of supervision is a management decision based on the findings of the risk assessment. The higher the risk, the greater the level of supervision required.

It is not left to individual staff members to decide whether they require assistance. In all situations where lone working is taking place, arrangements will be put in place for a manager or experienced member of staff to be available for debriefing after the event.

6. Training

Where there is limited supervision, training is particularly important to control, guide and help in situations of uncertainty. In particular, training may be critical to ensure that staff members do not panic in unusual situations. Lone workers need to be sufficiently experienced and trained so that they understand all risks and the precautions to be taken before working alone.

Lone working staff will receive specific induction training, which will include the following:

1. A refresher on Child Protection Procedures
2. A refresher on Managing Behaviour Policy and Procedures
3. Dealing with aggression and violence
4. Health and Safety in relation to young people and lone working
5. Who to contact for debriefing
6. Recording information

It may be that the outcome of the risk assessment is that training is required in order that the task undertaken is safe for a lone worker. If so, the exact nature of the training required will be identified.

7. Monitoring and Review

All existing systems and working practices which involve lone working will be audited using the Risk Assessment form. Any incidents which are a threat, or risk to a staff member's safety will be recorded. In such cases the risk assessment relating to that specific area of work will be reviewed immediately.

Arrangements for lone working will be monitored as part of staff supervision, and the risk assessments will be reviewed at least annually. The outcomes of these reviews will be recorded.

8. Link to other policies

- Health & Safety Policy

- Lone Working Risk Assessment
- Student Risk Assessment template