

Plymouth Nursery Schools Federation.

Not protectively marked.



**Ham Drive Nursery School and
Day Care**

Lone Working Policy

Definition:

Lone Workers are those that work by themselves without close or direct contact with another staff member. In terms of PNSF Lone Workers include:

- Staff who work in the same building as colleagues but on their own e.g. reception/admin staff, staff in any group rooms or staff working with parents or other visiting professionals in one to one appointments
- Key holding staff who either open or close the building or access the premises outside of regular working times.

Policy Statement:

This policy is concerned with employees of PNSF who work alone during the course of their employment. It recognises such circumstances where it is unavoidable that a member of staff should be required to work alone or in an isolated environment. PNSF will ensure, so far as is reasonably practicable, that employees are protected when working alone through a process of hazard identification, risk assessment and elimination; or where elimination of risk is not possible, to reduce risks to an acceptable level. No member of staff will be expected to work in a situation of unacceptable risk.

Health and Safety legislation:

We recognise that as an employer we have a duty of care towards our staff, children, parents and visitors and that reasonable steps should be taken to ensure their health, well-being and personal safety at all times. Whilst responsibility under Health and Safety legislation, cannot be transferred to people who work alone, employees do have a responsibility to take reasonable care of themselves and the safety and well-being of their work colleagues, parents, children and visitors.

The Health and Safety at Work Act 1974 dictates that employers have a duty to ensure the safety and welfare of their employees (so far as is reasonably practicable). The management of Health and Safety Regulations 1992 (updated 1999) requires every organisation in the UK to undergo a proactive risk assessment. PNSF will assess risk, create safe systems of working, communicate these to their employees and monitor and review their systems on a regular basis.

Management (Section D.5, p7) and employee (Section D.6, p8) responsibilities are laid out fully in the attached Plymouth City Council's Health and Safety Performance Standard (HSPS 11) document on Lone Working and will be adopted by PNSF.

Plymouth Nursery Schools Federation.

Not protectively marked.

Risk and Control Measures:

PNSF are committed to providing adequate training to ensure staff are able to minimise and manage unavoidable risks identified with lone working.

Under the management of Health and Safety at Work regulations 1999 employers have a duty to assess the significant risks to their employees and to introduce control measures to eliminate this risk or reduce them as far as is reasonably practicable.

Assessments shall be carried out for and by all staff whose working practice makes them vulnerable. This includes staff who are site based but work in isolation on occasion as well as staff who are making home visits as part of their role.

Signed:

Executive Headteacher

Date:

Review cycle: Three yearly: next review: