



Wattisham Airfield Childcare Centre

Lone Working

Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work; and as regards any duty or requirement imposed on employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The Local Authority’s definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

Persons at Risk

At Wattisham Airfield Childcare Centre, people at risk may include anyone who comes into the setting alone during closure times.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations to Management or the Designated Health and Safety representative which leaves them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness

Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety
- Not do anything to put themselves in danger

- Know and follow relevant safe working procedures and guidelines including manual handling and using hazardous substances
- Never cut corners or rush work
- Always follow reasonable targets
- Stop for regular breaks and, if possible, change activity
- Inform management or the designated health and safety person of any relevant medical conditions
- Inform management of any hazards or accidents encountered. All accidents should be reported and an accident form completed.

Wattisham Airfield Childcare Centre will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimize the risks
- consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, staff should arrange to be in the setting with others. Staff should inform management when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working during out of work hours. Staff are provided with the Manager's mobile phone number.

Emergency Services Information

Dial 8222 for Wattisham Airfield Station Fire Department

- Dial 999 and be ready to give the following information:

- Telephone number: 01449 728928
- Address: c/o 2 Valley Road
Wattisham Airfield Childcare Centre
Ipswich
Suffolk
IP7 7RE
- Give the exact location in the nursery
- Give your name
- Give a brief description of the situation
- Inform the emergency services of the best entrance to the area of the nursery.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

This policy was adopted at a meeting of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ signed _____

Date _____ signed _____

