

Lone Working Policy

Stramash strives to ensure that staff are not left alone during their working shift - particularly when working with the main group of children - to ensure the safety and wellbeing of all children and adults in the group. However, Stramash recognises that there may be times when this isn't always possible when it comes to:

- Non-contact time;
- Office work;
- Comforting a child in a quiet area;
- Following a child's interest;
- Supporting children in the toilet area or that may have had an accident;
- Nappy changes;
- Opening/closure of setting;
- Cleaning & maintenance procedures;
- Off-site work such as training, visits, meetings etc.

Stramash will maintain all staff:child ratios in line with Care Inspectorate guidance at all times.

This policy relates specifically to the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. *For more information, please see the Lone Working Policy from Citation.*

It is the responsibility of both Stramash and the local staff team to identify the hazards and minimise the risks of working alone. For more information,

Stramash will ensure:

- All staff/volunteers/students receive mandatory lone working training as part of their induction process, and yearly thereafter;
- Potential risks are identified, managed and rectified, where possible, through the Risk Benefit Assessment process;
- Ensure staff who are lone working understand the protocols and procedures required - ie emergency or first aid procedures;
- Ensure staff who are lone working are regularly checked on by their line manager;
- Ensure that staff with certain medical conditions are not left alone;
- Provision of suitable equipment and security for lone workers - ie lights, lockable doors, first aid kits, walkie talkies and mobile phones;
- Any incidents of harm or injury from lone working will be fully investigated and the potential of further or repeated risk minimised.

Staff (including volunteers and students) must be alert and use a common sense approach to lone working during their shift. Staff must:

- Study and understand the lone working training provided to the best of their ability;
- Follow protocol and training provided by Stramash in instances of lone working;
- Not undertake any lone working when there is a reasonably practical alternative;
- Ensure there is a contactable person in case of emergency (walkie talkies, phone call etc);
- Participate and cooperate with the Risk Benefit Assessment process and all subsequent protocols and conditions;
- Report all accidents, injuries and near misses;
- Report any unsafe practises or possibilities of harm.