

## **Lone Worker Policy**

### **Statement of intent**

We recognise our health and safety responsibilities towards staff who are involved in lone working and others who may be affected by these activities. Lone workers should not be put at more risk than other employees and specific control measures may be necessary to achieve this.

### **Aims**

We aim to ensure that no member of the team is left alone working in either a single room or elsewhere within a building at any time. However, there may be occasions when this is not possible to do so, such as:

- ★ Toilet breaks.
- ★ Lunch cover.
- ★ Nappy changes.
- ★ Comforting a child that may be unwell in quiet area.
- ★ Following a child's interest, as this may lead staff away with a child to explore an area.
- ★ Supporting children in the toilet area that may have had an accident.
- ★ Cooks working alone in the kitchen areas.
- ★ Cleaner working alone in the building.
- ★ The duties some team members have, e.g. management, opening and closing the setting, cleaning or maintenance at the settings and staff operating outside operating hours.

### **Methods**

- ★ We always ensure that our staff:child ratios are maintained.
- ★ It is the responsibility of both staff and their manager to identify the hazards and minimise the risks of working alone.
- ★ Employee's and manager's responsibilities when left in a room or building alone include:
  - To complete a risk assessment for staff working alone.
  - Ratios are maintained.
  - Staff always have access to a phone, radio or can call someone to assist.
  - There is someone to call in an emergency.
  - The member of staff and children are always safeguarded.

### **Lone room working**

Employer and employee responsibilities when working alone with children in a playroom or garden.

Lone room working is defined as one practitioner with a group of children in ratio within a playroom or garden with other staff members in the building to support if needed.

Practitioners may work in rooms or the garden on their own with children for short periods of time providing they hold the following:

- Full DBS check.
- A valid Paediatric First Aid qualification (12-hour course).
- A valid Level 2 or above Safeguarding qualification.

- Are 18 years of age or above.
- Have a phone, radio or be in calling distance for support at all times.

### **Cooks and lone room working**

Our cooks work in a room by themselves for the duration of their shift.

- There is separate risk assessment for using the kitchen.
- Every kitchen is within calling distance if help is needed.
- Our Cooks periodically visit the nursery rooms throughout the morning and staff also visit the kitchens. This means there will always be some contact with other staff during their shift.
- If there are storage cupboards which need to be reached by climbing, only the step stools provided may be used.

### **Lone building working**

Employee's responsibilities when left alone in the building:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work.
- To ensure they always have access to a telephone so they can call for help if they need it, or for management to check their safety if they are concerned.
- Ensure that the building remains locked so no one can walk in unidentified.
- Report any concerns for working alone to management as soon as practicably possible.
- If climbing is necessary, only use the step stool provided

### **Cleaners and lone building working:**

- All the above applies to our lone working cleaners.
- All cleaners will have had COSHH training so will be competent with cleaning chemicals and know what to do if they get any substances in their eyes or on their skin.
- Cleaners should not climb to reach any areas needing to be cleaned but should report these areas to management.
- Care should be taken while lifting vacuum cleaners up and down stairs.

### **Management's responsibilities when staff are left in the building alone:**

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation.
- To ensure that the employee can contact a manager or another member of the team if their lone working is outside of normal working hours.
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call.
- To ensure that employees can access a telephone whilst working alone.
- If reporting in arrangements have been made and the employee does not call in, management must follow it up.

Risk assessments are also completed for the above occasions, including hazards and risks and how these are controlled.

**This policy was adopted by Once upon a time nursery school**

**Date: 1 November 2022**

**Amended on:**

**Signed on behalf of the nursery**

**To be reviewed: Annually or sooner if any matters arise**