Rowena Scotney Tutor and Workshops

Lone Working Policy

(At the moment this applies to myself alone, and will also be the policy and procedures if others work with me/volunteer in the future.)

Policy Statement

Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and their Line Manager have a duty to assess and reduce the risks which lone working presents.

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations.

This policy applies to all staff who may be working alone, at any time, in any of the situations described in the definition below. Volunteers would not be expected to work alone and so should be outside the scope of this policy.

Staff work outside office hours and/or alone due to flexible working patterns and/or to undertake their job role (i.e. support staff and tutors). **Rowena Scotney Tutor and Workshop**'s principles for supporting lone workers include:

● A commitment to supporting staff and managers both in establishing and maintaining safe working practices

● Recognising and reducing risk

● A commitment to the provision of appropriate support for staff

● A clear understanding of responsibilities

● The priority placed on the safety of the individual over property

● A commitment to providing appropriate training for staff

● Equipment such as mobile phones are to be used as appropriate

Definition

Within this document, 'lone working' refers to situations where staff work alone (1:1 with young people) or are physically isolated from colleagues and without access to immediate assistance.

Security of buildings

● All appropriate steps are taken to control access to the building and that emergency exits are accessible

● When working alone they are familiar with exits and alarms

● There is access to a telephone and first aid kit

Working alone in a building/location

● All appropriate steps are taken to control access to the building/room and that emergency exits are accessible

● They are familiar with the fire and, if applicable, intruder alarm procedure and know the location of both exits and alarms

● When making a booking at a venue there will be somebody i.e. Building Manager or Caretaker that can be contacted in the event of an emergency

● There is access to a telephone and first aid kit

● Staff are familiar with the no-smoking rules and procedures

● Whenever possible that they park in a well-lit and busy area

Personal safety

● Staff must not assume that having a mobile phone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction of risk

● Staff should take all reasonable precautions to ensure their own safety and that of the young people as they would in any other circumstances

● Before working alone, an assessment of the risks involved should be made

● Where required, staff must ensure that they sign in and out of building registers

● Where staff work alone for extended periods and/or on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.

Assessment of risk

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

● The environment – location, security, access

● The context – nature of the task, any special circumstances.

● The individuals concerned – indicators of potential or actual risk

● History – any previous incidents in similar situations

● Any other special circumstances

Communication, checking-in and fallback arrangements must be in place. Staff should ensure someone is always aware of their movements and expected return time

All available information should be considered and checked or updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

Staff working for **Rowena Scotney Tutor and Workshops**, or other partners, should ensure that they are familiar with and comply with the appropriate Health & Safety guidance for the site that they are visiting.

Personal Safety

'Reasonable precautions' might include:

- Checking directions for the destination
- Ensuring your car, if used, is road-worthy and has break-down cover
- Ensuring someone knows where you are and when are expected home
- Avoiding where possible poorly lit or deserted areas
- Taking care when entering or leaving empty buildings, especially at night
- Ensuring that items such as laptops or mobile phones are carried discreetly

Monitoring and Reviewing

Any member of staff with a concern regarding lone working issues should ensure that it is discussed with their manager or with the whole team, as appropriate.

This policy was adopted by: **Rowena Scotney Tutor and Workshops**

Date: 19.2.2025 Signed Rowena Scotney

Review: 19.2.2026