Approval and review: Lone Working Policy

This policy is the responsibility of Julian Alsop

This policy was approved by Julian Alsop on 11th May 2024

This policy is due for review by June 2025

Statement of Policy

MIAG Ltd Staff are required to work on their own with students so both the individual staff member and their line manager have a duty to assess and minimise the risks which lone working presents. This policy should be read in conjunction with the Health and Safety Policy and the Child Protection and Safeguarding Policy.

Purpose

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities that people have and describe the procedures that will minimise the risks. It is not intended to raise anxiety unnecessarily but to give staff a framework for managing potentially risky situations.

Related Policies

 ● Child Protection and Safeguarding Policy

● Device, Google drive and BYOD policy

● Health and Safety Policy

● Transport Policy and Protocols

Scope

This policy applies to staff who may be working alone at any time. Volunteers would not be expected to work alone and are therefore outside the scope of this policy.

Definition

Within this document lone working refers to situations where staff work alone or are physically isolated from colleagues without immediate access to assistance.

Security of Buildings:

● All appropriate steps are taken to control access to the building

● Staff are familiar with fire procedures and know the locations of exits

● There is access to a telephone and First Aid kit

● Wherever possible staff park in a well- lit area of the car park or on the road

● Sign in and sign out procedures are followed

Personal Safety

● Staff must sign in and out of buildings

● Before working alone staff should make an assessment of risk in conjunction with their line manager

● Staff should notify their line manager if they are going on a home visit

● Staff working away from the office must ensure they have access to a mobile phone at all times. Staff are responsible for checking their phone is fully charged and in working order. Staff are also responsible for checking that the tracker on their work mobile phone is on

● If a member of staff or student does not follow the scheduled timetable as expected their line manager should check the situation using emergency contact numbers

Assessment of Risk

● Staff should be fully briefed in relation to risk as well as the task

● Communication, checking-in and fallback arrangements must be in place

● There is an assessment of each individual student risk before staff are able to lone work

● Staff must ensure that when using their own vehicle, they adhere to MIAG Ltd transport protocols