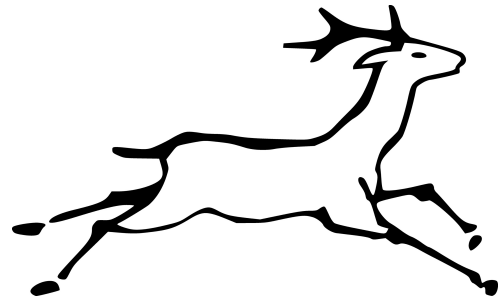


Lone Worker Policy and Lone Working Procedures

September 2024 – Unrestricted



This document sets out our arrangements for employees who must work on their own.

Some staff are required to work on their own without close or direct supervision, not in an office, in isolated areas, or outside of sociable working hours. The purpose of this document is to protect such staff as is reasonably practical and set out the basic procedures for staff who work on their own.

This document is provided for the use of all staff in their day-to-day work. The policy and procedures in this document apply to all situations involving lone working arising in connection with the duties of our staff.

While working alone with young people, staff must be especially mindful of their safeguarding responsibilities. Working alone with young people places staff at particular risk, and staff must immediately report all safeguarding incidents to a Designated Safeguarding Officer in accordance with the Safeguarding Policy.

Policy

Definition

‘Lone working’ refers to situations where a member of staff in the course of their duties work alone or are physically isolated from their colleagues without access to immediate assistance.

Roles and Responsibilities

The **Board of Directors of Running Deer C.I.C.** are responsible for lone working policy and procedures.

The **Health and Safety Officer** (HSO) oversees lone working policy and procedures. The Health and Safety Officer may designate **Deputy Health and Safety Officers** (DHSO) from time to time to assist in managing lone working. The Director of Operations is the Health and Safety Officer.

The **Health and Safety Officer** and **Deputy Health and Safety Officers** will:

- Ensure lone working policy and procedures are in place,
- Nominate persons to implement the policy
- Assess or nominate persons to assess the risk to employees
- Keep staff, students, service users, visitors, and the public updated with regards to health and safety issues where appropriate.

Division Directors, Heads of Centre, and Senior Managers are responsible for implementing this policy.

The **Division Directors, Heads of Centre, and Senior Managers** will

- Implement this policy
- Report to the Board of Directors (where appropriate)
- Review the arrangements in this policy
- Monitor and approve risk assessments
- Ensure all staff are given appropriate information and training
- Report, record, and investigate lone working incidents.

Staff are responsible for following this policy, and reporting concerns and issues where they arise. Staff will need to complete risk assessments around lone work they will be undertaking, which should be approved by a manager.

Sometimes a specific piece of lone work will require a risk assessment, for example working with a particularly high-risk student in the community. Staff must ensure these risk assessments have approval from the HSO or a DHSO before the work is carried out.

Staff will

Report all incidents which may affect the health and safety of themselves or other, and request guidance where appropriate

- Report all safeguarding incidents immediately to a DSO
- Take part in training and briefings about lone working
- Report dangers or potential dangers they identify, or any concerns they may have in respect of working alone

Risk Assessment

Staff are expected to make risk assessments when they work alone and record their findings. Sometimes, an individual piece of work will require a risk assessment, for example working alone with a particularly risky student or service user in the community.

Staff can incorporate and expand upon existing risk assessments for activities, for example the Bushcraft Risk Assessment, and use that document to inform their own assessment of risk.

Division Directors, Heads of Centre, and Senior Managers must ensure that risk assessments to meet their needs are in place.

Additional things which should be considered are:

- Safe access and exit from the place of work
- Channels of communication, and reporting in the event of an emergency
- Aspects of risk about the student or service user
- Site security.

Incident Reporting

An incident is an unplanned or uncontrolled event which has potential to cause injury or ill health to damage to members of staff or others.

To maintain an appropriate record, incidents must be reported to the HSO or a DHSO within one working day. Issues of security must be reported to the Director of Operations.

The HSO keeps a record of incidents relating to lone workers.

Safeguarding incidents must be reported in accordance with the Safeguarding Policy.

Support for Staff

Running Deer prioritizes the safety of staff and service users. Any member of staff who feels that they are placed at unnecessary risk has a duty to raise this with their DHSO. If for any reason they feel unable to do this, they should speak with the Director of Operations or follow the Whistleblowing Policy.

Implementation, Monitoring, Evaluation, and Review

The Board of Directors of Running Deer C.I.C. have overall responsibilities for implementation, monitoring, evaluating, and reviewing this policy. The Board may delegate some or all these responsibilities from time-to-time. The Head of School of Running Deer School has responsibility for ensuring this policy complies with the requirements of the school.

This policy will be reviewed annually and published at least annually, and if necessary, more frequently in response to specific guidance, incidents or developments in local, national, or organisational policy.

Contact Details

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