LONE WORKING POLICY

Name of Organisation: Pony Partnerships CIC.
Venue/address for which policy applies: All venues.
Date of last review: 1st September 2024
Date of next review: 31st August 2025
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Policy Statement

Pony Partnerships CIC is committed to ensuring, as far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Working alone is not against the law, but it can bring additional risks to a work activity. Through the process of risk assessment, Pony Partnerships CIC will identify activities that have a significant level of risk attached to them. Pony Partnerships CIC will, as far as is reasonably practicable, employ controls to reduce the exposure to those risks or eliminate the risk all together.

This policy applies to all staff including temporary and agency staff, volunteers, students, and those on work experience.

The policy applies to all situations involving lone working arising in connection with the duties and activities of Pony Partnerships CIC

Definition of Lone Workers

Pony Partnerships CIC defines lone workers as: 'A member of staff/volunteer whose activities involve all or part of their working time operating in situations without the benefit of interaction with other workers or without direct supervision.'

Policy Aims

This policy aims to:

- increase staff awareness of safety issues relating to lone working;
- make sure that the risk of working alone is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable;
- make sure that appropriate training is available to staff in all areas, which equips them to recognise risk and provides practical advice on safety when working alone;
- make sure that appropriate support is available to staff who must work alone;
- encourage full reporting and recording of all adverse incidents relating to lone working;
- minimise the number of incidents and injuries to staff related to lone working.

Responsibilities and Safe Systems of Working

Lone working environments present a unique health and safety problem. Although there is no specific legal guidance on working alone, under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999, Pony Partnerships CIC must organise and control the health and safety of lone workers.

The Directors are responsible for:

- making sure that there are arrangements for identifying, evaluating, and managing risk associated with lone working;
- ensuring that reasonable resources are provided to support the implementation of this policy and procedures;
- making sure that there are arrangements for monitoring incidents linked to lone working and that the directors regularly reviews the effectiveness of the policy.

The Safeguarding Lead is responsible for:

- Carrying out a risk assessment identifying any areas of concern – this will be reviewed annually;
- making sure that all staff are aware of the policy;
- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- making sure that staff groups and individuals identified as being at risk are given appropriate information, instruction, and training (e.g., undertaking risks assessments, nonviolent crisis intervention training) including training at induction, updates, and refresher training as necessary;
- making sure that appropriate support is given to staff involved in any incident;
- managing the effectiveness of preventative measures through an effective system of reporting, investigating, and recording incidents.

All staff are responsible for:

- making sure that risk assessments are carried out and reviewed regularly and that they are involved in the process and copied into the risk assessment;
- making reasonable care of themselves and other people who may be affected by their actions;
- co-operating by following rules and procedures designed for safe working;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- taking part in training designed to meet the requirements of the policy;
- reporting any dangers, they identify or any concerns they might have in respect of working alone.

Safe Systems of working should be in place which;

- ensure the lone worker has full knowledge of the hazards and risks to which they are being exposed.
- the location of lone workers should as far as practical be known at all times.
- the lone worker must know what to do if something goes wrong and be able to summon help.
- This policy is in place to keep staff safe, as well as clients.
- Lone working staff are potentially vulnerable to allegations of abuse. Our safeguarding policies detail the processes in place if allegations are made against a member of staff.
- These procedures are in place to help to reduce the risk of allegations against staff.
- Staff should follow the provision's Code of Staff Conduct, particularly ensuring the following:
- The safety and welfare of the child is always paramount.
- Staff must fulfil their responsibilities and duties towards children by working in partnership with

colleagues, the DSL, and commissioning service/parents.

- Staff relationships with children and families are always conducted in a professional manner.
- All provision policies and procedures are followed.
- Staff must be vigilant in health and safety matters, e.g., recording all actions taken to keep comprehensive and up-to-date records.
- Comprehensive reporting of all accidents should be made. Where possible any written account should be witnessed by a second staff member.
- Any training needs identified in team members should be passed on to their line manager.
- Advice, help and/or support is sought if they find any behaviour persistently challenging or difficult to manage.

Appendix I: HOLLIE GUARD

Hollie Guard is the preferred tool for use when lone working with Pony Partnerships CIC as a safe system of work and preventative measure.

https://hollieguard.com/

Make sure that you arrange with another colleague when you are lone working and ensure that their details are registered in your Hollie Guard system. You need to inform the colleague of the start and end time and location of your session in order that they can make arrangements to track your safety with the app and raise the alarm if necessary.

If you choose not to use the Hollie Guard system, then a similar approach would be to agree a check in time and raise the alarm if this check in time is missed using the details above.