

# LONE WORKING POLICY



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## Introduction & Purpose

This policy is the Lone Working Policy for Skylark Plus. This policy will be followed by all instructors working for the organisation and be actively promoted by those in leadership positions on a regular basis.

This policy will be applied to all students and staff working for Skylark Plus.

## Definition of a Lone worker

The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'.

## Policy Principles & Values

- The organisation understands it has a duty to keep all staff and students safe when with Skylark Plus.
- Skylark Plus recognises that lone working has risks associated
- Skylark Plus recognises that some students may require either 2:1 or 1:1 staffing.
- Skylark Plus understands that 1:1 working does introduce risks that need to be managed appropriately.

- This Lone Working Policy should be read alongside Skylark Plus's Safeguarding Policy

Skylark Plus is committed to providing a safe and healthy environment, especially for lone workers. This will be achieved by:

- carrying out suitable and sufficient risk assessments of all lone working activities
- implementing control measures identified by risk assessments to reduce risks to the lone worker to a tolerable level
- not allowing any activities to be carried out by lone workers where the risk assessment identifies that there is a significant risk of injury that can only reasonably or practicably be controlled by having two or more people in attendance when that activity is performed. This applies regardless of where that work is to be carried out

### **Lone Working Procedures**

- All locations for 1:1 sessions will have been pre-visited and risk assessments completed to ensure safety for all.
- All Skylark Plus staff will be trained in lone working and safety measures involved in this type of role.
- If any Skylark Plus staff member feels uncomfortable or unsafe they will end the session immediately and report this to their manager.
- Skylark Plus will ensure any 1:1 working is agreed by all required parties and this agreement will be documented.
- Skylark Plus will ensure that all staff have a clear enhanced DBS check and barred list check before working 1:1 with any student (this is the case for all staff but is particularly important for 1:1 working)
- Skylark Plus will only approve 1:1 working for a student where it is in line with the relevant bodies preferences and where the student does not

have any history of physically unsafe behaviour, if a student who is working 1:1 begins to display unsafe behaviours then this should be immediately reviewed

- Skylark Plus requires all staff members to raise any concerns with their manager at the earliest opportunity.
- Skylark Plus requires all staff members to always follow the staff code of conduct.

### **Controlling the risk of Lone working**

It is important to ensure that control measures are proportionate to the risk.

A key factor in controlling lone worker risk is to ensure that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor. The extent of supervision must be proportionate to the risk and the competency of the lone worker. Skylark Plus management is responsible for ensuring that safe working arrangements are in place for all stages of the activity, from the task planning, to implementation and completion. These arrangements include ensuring that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor.