

# Lone Working Policy



**Approved by:** CEO

**Date:** 26th April 2024

**Reviewed by:** Head of School

**Last reviewed on:** 21 May 2025

**Next review due by:** 25 April 2026

# **Lone Working**

## **General Statement**

Releasing Potential recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them.

## **Definition**

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur during normal working hours on site, whilst one to one with a student, and/or at an isolated location within the normal workplace.

## **Legal Position**

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act which requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations.

## **Risk Assessment**

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

In order to manage the risks identified, we have introduced the following control measures:

- Staff working alone on site must take sensible precautions to keep themselves safe, these include keeping the front door locked and checking through the window before opening the front door. If a member of staff is likely to be in the office after hours, they should make sure their line manager is aware they are there and what time they were planning to leave.
- Sign in and off the site
- Carry a mobile phone at all times when lone working, ensuring StaySafe and What 3 Words has been activated.

## **First Aid**

For those working on Releasing Potential premises, first aid kits can be found in designated rooms. All educational delivery staff working off site are provided with a first aid kit.

## **Emergency procedures**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone to contact the organisation office and their line manager. Please ensure that you have contact numbers saved in work mobile phone provided (see staff telephone list).

## **Driving**

When driving alone in the car with a young person, staff should ensure that they have recorded the length and expected purpose of their trip on the boards in the office. Best practice would suggest that the young person travels in the back of the car, but this is up to the discretion of the staff member, children under 135cm tall should always travel in the back of the vehicle.

All lone workers are expected to cooperate fully with instructions given by the Organisation. They are also expected to follow the Organisation's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

Links with other policies: -

[Lone working risk assessment.docx](#)

[Site Risk Assessment Policy.docx](#)

[Health and Safety Policy.docx](#)