

## All8 Sensory Support Safe Lone Worker Policy



### What is a lone worker?

Anybody who works alone is classed as a lone worker. Lone workers within All8 Sensory Support might include:

- Centre Owners
- Facilitators, assessors or verifiers or volunteers
- Those who travel away for meetings, clinics or training sessions

All8 Sensory Support recommends that wherever possible there are ALWAYS two people on site at Wick Yard when learners are present. Where there are no other members of staff we ensure that the facilitator will have access to a phone and help can be quickly summoned if needed.

### All8 Sensory Support responsibilities to lone workers

We will carry out a health and safety risk assessment. This highlights areas where further action may be needed to remove or minimise the chance of incidents occurring. Lone workers may be affected by many of the same health and safety risks as other workers. However, there are potential risks which are more likely to affect lone workers. All8 Sensory Support will:

- Ensure lone workers have no medical conditions which may make them unsuitable for the lone-working role they have been assigned.
- Be aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker.
- Put contact procedures in place for emergencies so that the alarm can be raised and prompt medical attention provided if there is an accident.
- Make provision for lone workers who may be faced with a risk of violence.
- Check whether there are specific legal requirements.

## **The health and safety responsibilities of All8 Sensory Support who work alone**

Lone workers - including self-employed ones - have a responsibility to:

- take reasonable care to look after their own health and safety
- safeguard the health and safety of other people affected by their work
- co-operate with their employer's health and safety procedures
- use tools and other equipment properly, in accordance with relevant safety instructions and any training they have been given
- not misuse equipment provided for their health and safety
- highlight any safety concerns to the proprietor

Staff and volunteers who work remotely still have the same responsibilities for information security. They must still back up their information using only All8 Sensory Support designated equipment, keep backups safe, ensure that equipment and software is up to date, and make sure people cannot read, overhear or steal their information.

All8 Sensory Support staff who work alone will report any accidents, injuries, near misses and other dangerous occurrences in order to ensure All8 Sensory Support conducts a realistic risk assessment and to put necessary safety procedures and precautions in place.

### **Carry out a risk assessment for lone workers**

All8 Sensory Support health and safety risk assessment should cover all potential risks and hazards in the business environment. This covers risks faced by everyone who is in contact with All8 Sensory Support, including employees, volunteers, contractors, clients, suppliers and other visitors to the workplace. It also includes the families of people who work for All8 Sensory Support from home.

### **Checklist: assessing possible risks for lone workers**

All8 Sensory Support risk assessment should consider a wide range of factors that may endanger a lone worker's health and safety. This includes checking whether there is any specific legal requirement to have more than one worker for certain activities. This includes

- Assess whether the risks of the job can be controlled by an individual working on their own.
- Find out whether proper training has been provided.
- Consider whether the workplace presents special risks for someone on their own. For instance, someone working with a ladder might need another person to stabilise it.
- Take into account whether the work involves handling dangerous equipment or

substances that require supervision.

- Consider whether the work is particularly stressful.
- Consider whether there is a risk of violence or any safeguarding issues that would mean lone working would put both the staff member and learner at risk.
- Assess whether the lone worker is medically fit to work alone.
- Consider whether certain groups of people face particular risks - such as trainees, young, pregnant or disabled workers.
- Arrange contingency for lone workers if their first language is not English, to ensure clear communication, especially in an emergency.
- Make contingency plans in case the worker falls ill or has an accident, or there is an emergency such as a fire or hazardous spillage.
- Arrange adequate supervision and monitoring for lone workers.

All8 Sensory Support will review risk assessments at least annually, or when there has been a significant change in working practice.

### **Security for people working alone**

- All8 Sensory Support facilitators working alone will carry a mobile phone at all times to be used if help is needed
- Will give special attention to activities undertaken with learners if alone in order to minimise risk
- Will check in with another member of staff once they have completed sessions for the day where possible
- Will not schedule any visitors to the premises unless discussed with the All8 Sensory Support proprietor who will assess this risk prior to agreeing to this

### **Ensuring premises and work practices are safe**

- All8 Sensory Support will assess the working environment at business premises to ensure it is suitable for workers if they are working alone
- This will be reviewed annually
- All staff will have access to policies and procedures which will be kept on site to refer to if needed
- All8 Sensory Support will ensure others on site will always be available by phone if a member of staff is working alone

### **Insurance for lone workers**

All8 Sensory Support will ensure that Public liability insurance is current and adheres to current guidance and recommendations

## **Monitoring lone workers' health and safety effectively**

It is not possible to continuously supervise lone workers All8 Sensory Support acknowledges that communicating with them regularly and monitoring their working conditions and practices plays an important part in reducing health and safety risks.

**All8 Sensory Support** is committed to

- Making regular visits to a lone worker. This is the best way of monitoring workplace hazards and safe working practices.
- Increased supervision where employees are new to a job, undergoing training, doing a job which presents special risks, or dealing with new situations.
- Setting up a simple procedure for lone workers to report incidents such as accidents and near misses.
- Making sure lone workers know that they should take regular breaks and avoid working excessively long hours.
- Asking people working on their own if they feel there are any safety concerns that aren't being addressed.
- Encouraging lone workers to seek help and advice if any safety concerns arise.
- Making sure that lone workers can keep in regular contact with you, especially those facing particular risks of accident or violence.
- Making sure we provide lone workers with any necessary training, instruction or demonstration.
- Keeping confidential records and early recognition of stress in staff - higher sickness rates or increased absenteeism levels may indicate potential problems.

Proprietor's signature: Alison Alderton

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