



LONE WORKER POLICY

Aim

This policy sets out our approach to the monitoring of lone working by members of staff. We aim to operate a system whereby the movements of staff who have cause to work alone are monitored to ensure their safety at all times.

This policy explains our commitment to ensuring the safety of our staff whom at times work alone whilst undertaking duties on behalf of Butser Education CIC.

Definition

Lone working may be defined as any work activity, which is carried out in isolation from other workers by an individual or a small team of people.

Statement

Butser Education CIC is committed to ensuring the safety of all staff that need to work alone during the course of their working day. We believe that staff working alone should not be at greater risk in their jobs than other staff.

We recognise our responsibilities for the health, safety and welfare at work of our staff and will operate in accordance with relevant legislation and statutory and regulatory guidance namely:

- Health and Safety at Work Act 1974; and
- Management of Health and Safety at Work Regulations 1999.

We will undertake risk assessments for all lone workers to assess and manage any associated risks, primarily to assess whether the work can safely be done by a single person and what arrangements are required to ensure that the lone worker is at no more risk than employees working together.

Key Points

- Wherever possible a member of staff should not be left alone at the farm and meetings with members of the community should be avoided outside normal hours.
- There should ideally always be a minimum of two responsible staff/volunteers present at the farm.
- If a second person cannot be present, a mobile phone with a good signal must be carried at all times.
- If alone on site to feed the animals when the farm is not open to the public, the front gate must be shut, and preferably locked, to avoid unwanted visitors
- Members of staff will be expected to report problems concerning employee personal safety

to the Directors. Any accidents/incidents will be recorded appropriately.

- Confidential help and support will be made available should it be required.

The policy and procedure will form part of the induction process with all members of staff signing to confirm they have read and understood the implications of the documents.

Staff failing to follow this policy and accompanying procedure may be subject to disciplinary action.

The Lone Worker Policy can be reviewed at any time and will be re-assessed annually.

Members of staff are encouraged to freely discuss issues of personal safety with the Directors.

Reviewed : January 2019