

# Hemingford Grey Playgroup

## Policy: Lone Working

February 2018

### Introduction

Staff are encouraged not to work alone in the setting unless where necessary, for example cleaning out of hours. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

### Procedures

Where lone working cannot be avoided staff should:

- Obtain the Managers permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 15<sup>th</sup> January 2015 and reviewed on 26<sup>th</sup> February 2018

Signed by the chairperson on behalf of the Committee:

..... (Chairperson's name - block capitals)

.....(Chairpersons signature)

.....(Date)

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