

# St Alban's Pre School

## 5.2 Lone Working Policy

At St Alban's Pre School we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However, there may be occasions when this isn't always possible due to the day to day duties some team members have.

We always ensure that our staff: child ratios are maintained.

It is the responsibility of both the employee and the head of Pre School to identify the hazards and minimise the risks of working alone.

Employees/managers' responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for staff working alone
- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are safeguarded at all times (relating to additional policies as above).

Employee's responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
- To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned
- Ensure that the building remains locked so no one can walk in unidentified
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
- To ensure that the employee has the ability to contact them or a member of the team if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call
- To ensure that employees have the ability to access a telephone whilst lone working
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

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| This policy was adopted by                        | St Albans Pre School | (name of provider) |
| On  | 23 January 2026      | (date)             |
| Date to be reviewed                               | 23 January 2027      | (date)             |
| Signed on behalf of the provider                  | <i>Elaine Mercer</i> |                    |
| Name of signatory                                 | Elaine Mercer        |                    |
| Role of signatory (e.g. chair, director or owner) | Head of Pre School   |                    |