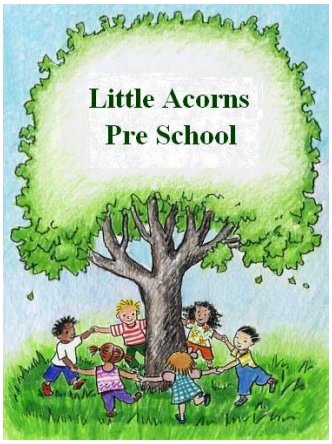
Staff

7.3 Lone Workers



Statement of Intent

Little Acorns recognises that some staff are required to work by themselves for periods of time without close or direct supervision. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

Aim

Little Acorns aims to increase staff awareness of safety issues relating to lone working to ensure that:-

- the risk of lone working is assessed in a systematic and ongoing way
- safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable
- appropriate training is available to all staff in all areas that equips them to recognise risk & provides practical advice on safety when working alone
- ensure that appropriate support is available to staff who have to work

Methods

1. Little Acorns aims to ensure that all staff are aware of the policy.
2. Little Acorns will ensure that there are arrangements for identifying, evaluating and managing risks associated with lone working
3. Little Acorns ensures that risk assessments are carried out and reviewed regularly.
4. Little Acorns will put procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
5. Little Acorns will ensure that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updates and refresher training as necessary.
6. Employee's are responsible for taking reasonable care of themselves and others affected by their actions co-operating by following rules and procedures designed for safe working
7. Employees are required to report all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
8. All employees are required to report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
9. Little Acorns shall carry out for all staff whose working practice makes them vulnerable and any recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

This policy was adopted at a meeting held by Little Acorns committee on 31st January 2017

To be reviewed	**January 2018**
Signed on behalf of the provider	
Name of Signatory	**Sue Casselden**
Role of Signatory	**Business Manager**