

Caban Y Faenol CYF

Lone working

Lone working is defined by the Health and Safety Executive as “someone who works by themselves, without close or direct supervision”. Here are some examples of lone working situations which are relevant to Caban Y Faenol:

- when a member of staff is working with a group of children.
- when a member of staff is in a 1-1 situation with a parent/carer, staff from other agencies.
- when a member of staff is working alone at the setting outside of normal working hours.
- when a member of staff is working 1-1 with a child.

Aim

Caban Y Faenol CYF recognises that there may be an increased risk for staff who work alone. Therefore, Caban Y Faenol aims to avoid, where reasonably practicable, any situation where a member of staff is working on their own. However, we recognise that lone working is unavoidable in some situations, and has become more common over the past few years.

Code of Practice

Caban Y Faenol CYF:

- is committed to avoid, where reasonably practicable, situations where a member of staff is working alone
- will follow current relevant Welsh Government guidelines and any regulatory changes as required in order to respond to exceptional events such as the COVID-19 pandemic.

In situations where it is impossible for staff to avoid working alone, Caban Y Faenol CYF will

- ensure that a clear procedure is in place to ensure the safety of any member of staff who is working alone.
- ensure that no member of staff works 1-1 with a child in a secluded area, where reasonably practicable.
- ensure that staff working in a different area with a group of children are within sight/hearing of other staff members, or that they have access to a phone or mobile phone whilst working alone.

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- ensure that members of staff who work alone outside of the setting (e.g. 1 member of staff walking 2 children to / from school) have access to a mobile phone.
- ensure that an appropriate risk assessment has been carried out for situations where a member of staff is expected to work alone outside of the setting.
- ensure that a clear procedure is in place for times when a member of staff meets with a parent/carer/guardian, staff from other agencies in a private area/room to share confidential and/or sensitive information.
- ensure that staff have access to a phone or mobile phone when working alone outside of normal working hours.
- ask staff to inform a member of the Committee / manager / another member of staff / a member of family that they are coming to the workplace outside of its opening hours, how long they expect to be there, and when they expect to leave.
- expect staff to take steps to ensure their own personal safety if they are working alone, e.g. locking outside doors, not working at height, parking their car under a light.
- conduct regular risk assessments (e.g. annually) to ensure that the arrangements for safeguarding staff and children are operational, adequate and appropriate.
- ensure that a member of staff / committee member who attends the setting following a fire / intrusion alarm waits for a member of the Police / Fire Brigade. The perimeter of the Building must be checked before entering the building, and if there are any signs that an intruder has gained access to the building, then the ensure that a clear procedure is in place where staff are expected to attend the setting in the event of fire / intrusion alarm. Any building specific (e.g. school, family centre) guidelines and procedures must be followed.
- ensure that our Insurance policy includes employer's liability Insurance for lone workers. members of staff / committee member must wait for Police support before entering the building.

This policy has been devised to protect staff and children attending Caban. We understand that there may be times during the day that staff may be left alone with the children. To ensure that staff and children are not left in vulnerable situations the following guidelines should be followed:

- Good communication should ensure that all staff are aware of each other's intentions and whereabouts. Staff should inform their colleagues if they intend to leave the room, even for a short period of time. This gives them the opportunity to seek cover if necessary.
- Staff should ensure doors are open when nappy changing and toileting while maintaining children's privacy.
- At least two people must be on the premises at all times.

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- Staff should ensure that they are appropriately placed around the nurseries at all times to maintain the safety of the children; this may mean staff and child merging when necessary.
- Staff should be aware that the safety and wellbeing of the children is paramount staff should use their initiative when attending to minor occurrences.

During day care 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:

- Toilet breaks
- Nappy changing
- Comforting a child who may be unwell
- Putting a child to sleep
- Providing first aid
- Supporting children with toileting
- When it will benefit the children to split into sub groups

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

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of working alone.

In situations where it is impossible for staff to avoid working alone, Caban Y Faenol will:

- ensure that a clear procedure is in place to ensure the safety of any member of staff who is working alone.
- ensure that no member of staff works 1-1 with a child in a secluded area, where reasonably practicable.
- ensure that staff working in a different area with a group of children are within sight/hearing of other staff members, or that they have access to a phone or mobile phone whilst working alone.
- ensure that members of staff who work alone outside of the setting (e.g. 1 member of staff walking 2 children to / from school) have access to a mobile phone.
- ensure that an appropriate risk assessment has been carried out for situations where a member of staff is expected to work alone outside of the setting.
- ensure that a clear procedure is in place for times when a member of staff meets with a parent/carer/guardian, staff from other agencies in a private area/room to share confidential and/or sensitive information.
- ensure that staff have access to a phone or mobile phone when working alone outside of normal working hours.
- ask staff to inform **a member of the Committee / another member of staff / a member of family** that they are coming to the workplace outside of its opening hours, how long they expect to be there, and when they expect to leave.

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- expect staff to take steps to ensure their own personal safety if they are working alone, e.g. locking outside doors, not working at height, parking their car under a light.
- conduct regular risk assessments (e.g. annually) to ensure that the arrangements for safeguarding staff and children are operational, adequate and appropriate.
- ensure that Caban Y Faenol Cyf's Insurance policy includes employer's liability Insurance for lone workers.

Some examples of how to ensure personal safety

This list contains examples only, and shouldn't be considered to be exhaustive.

- Ensure that evening meetings finish on time.
- Never leave a member of staff alone to lock the building following any evening meeting or activity.
- Park your car under a light.
- Park the car so it is as easy as possible to leave.
- Don't lift heavy items alone.
- Lock external doors.
- Ensure that you know who will be at home during a visit.
- Make sure that your mobile phone is fully charged.

Associated Policies

Confidentiality and Data Protection Policy

Nappy Changing and Toileting Policy

Safeguarding Children Policy

Living with COVID-19 Policy

Further Information and Useful Links

The following Publications and websites provide useful additional information:

HSE Working alone: Health and safety guidance on the risks of lone working
<http://www.hse.gov.uk/pubns/indg73.pdf>

Suzy Lamplugh Trust: Legal Responsibilities
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

Suzy Lamplugh Trust: Working Alone
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

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Suzy Lamplugh Trust: Travelling for Work

<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

NHS: 'Not Alone' A guide for the better protection of lone workers in the NHS

http://www.nhsbsa.nhs.uk/Documents/Lone_Working_Guidance_final.pdf