

# Mrs Bonds Village Nursery

## Lone Worker Policy

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 applies.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by their acts or omissions at work; and as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is:

“Lone Workers are those who work by themselves without close or direct supervision”.

### Persons at risk

People at risk may include anyone who comes into nursery alone during closure times and particularly the setting up staff and cleaners.

### Hazards

These may include, for example:

- the use of machinery, electrical or other equipment or chemicals.;
- working in remote areas, particularly after dark and outside normal working hours.;
- encountering intruders ;
- working at heights, using ladders and lifting;
- competency, ability and medical condition of the individual.

This is not an exhaustive list and individuals will be expected to report all situations to the Manager which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

### Control measures

All staff will:

- not undertake work for which they are not trained/qualified;
- take reasonable care of their own health and safety;
- not do anything to put themselves in danger;
- know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances;
- never cut corners or rush work;
- always follow reasonable targets;
- stop for regular breaks and, if possible, change activity;
- inform the Manager or health and safety representative of any relevant medical conditions;
- inform the Manager or health and safety representative of any hazards or accidents encountered. All accidents should be reported on an Accident Form.
- Not to open the door until they have checked who’s there via the camera or phone handset

- Not lift heavy objects or climb ladders

Mrs Bonds Village Nursery, as the employer, will:

- provide opportunities for meetings and support;
- assess the risks to all lone workers and communicate the findings;
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks; and
- consider alternative work methods where possible to reduce exposure to the hazard.

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