

## Lone Worker Policy

This policy covers employees employed by First-Stop Pre-school mainly lone cleaning staff. It is assumed that professional contractors will have their own lone working policies, risk assessments and appropriate insurance. This may not be the case with casual workers and this policy should be made available to them before any work is undertaken.

It is First Stop's responsibility to have annually undertaken appropriate risk assessments relevant for lone workers and to take steps to avoid any risk where possible. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting legal obligations.

To control risk to employees, measures will be taken to ensure that the employee has received appropriate training with any equipment, relevant protective equipment is supplied and checks on mechanical and or electrical cleaning equipment are undertaken.

Annually, a review of the work schedule will be agreed with the cleaner. This will normally be done at the same time as the appraisal

Existing and new workers will be made aware of this policy.

Appropriate contact between the worker and manager is necessary to take account of and identify any risks or change of circumstances. The worker needs to report any concerns to the managers either at the time or later if more appropriate.

The managers of The First Stop are to have knowledge of when the lone worker intends to work.

The worker must notify home or family when they intend to work at the Pre-school.

The worker must have a means of keeping in touch with home or family for reassurance and to report concerns, illness, accidents etc. (e.g. mobile phone)

The worker must have access to the first aid kit. This is kept in the kitchen.

This policy was adopted by FIRST STOP PRESCHOOL *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed SUMMER 2021 *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_