

Lone Working Policy

Introduction

Lone workers are those who work by themselves without close or direct supervision. This Policy applies to staff, contractors and clients and should be read in conjunction with the Child Protection Policy and Health and Safety Policy.

Staff, contractors and end users engaged by Axcis Education who work alone or in remote locations are exposed to a number of risks including:

- the risk of injury through accident, illness or deliberate infliction of harm;
- the risk of having to deal with incidents and emergencies relating to the location in which they are working;
- the risk of allegations of abuse or poor practice being made against them.

It is inevitable that in the course of their inspection duties, staff, contractors and end users will be operating in premises and situations on their own. Contractors who work on their own for prolonged periods of time, in remote locations and during unsociable hours do so with an increased exposure to such risks. There is also a potential for the severity of any such incident to be increased, i.e. sustain an injury because of an accident or illness and are unable to seek help.

Statement of Intent

Axcis Education is committed to ensuring the health and safety of all its staff, contractors and end users, ensuring safe working procedures and practices.

The lone working policy is for the protection of lone workers and vulnerable persons in schools/units or public/ private settings. It will help identify the responsibilities each person has, and the procedures required to minimise risks and safeguard both staff, contractors, end users and the vulnerable person.

This policy should be read in conjunction with the Child Protection Policy and the Health and Safety Policy.

Risk Assessments

In the event where someone is required to undertake lone working, the company/school/unit/social worker and/or other associated professional will have a duty to assess and reduce the risks and carry out a risk assessment. Where someone will be required to work with vulnerable persons, the school/unit/social worker and/or other associated professional will have a duty to assess and reduce any known risks and to carry out a risk assessment.

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If risks are identified then these must be communicated to the contractor at length and in writing prior to the work taking place, as should any potential means and strategies for counteracting the identified risks. We require that the contractor confirm in writing they have acknowledged and understood the risks associated with the placement. The obligation for carrying out a risk assessment will be the responsibility of the school/unit/social worker and/or any other associated professional connected to the vulnerable person and with the authority to carry out such risk assessments. The school/unit/social worker and/or other associated professional are best placed to conduct such assessments due to their greater depth of knowledge of the vulnerable person. Clear demarcation of the responsibility of risk assessments will prevent conflicting information being given to the contractor by the agency and the school/unit/social worker and/or other associated professional.

Procedures

Prior to lone working, the Company/Schools/Units/Social Workers and/or other associated professionals should:

- Ensure a full risk assessment has been carried out by the appropriate body and provide this to the member of staff who will be lone working. The assessment should include an evaluation of any known factors regarding the pupil, parents/carers. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances.
- Where there is any reasonable doubt about the safety of a lone worker in a given situation then the lone working should be avoided.
- Ensure another staff member is aware that lone working is taking place and the date, time, duration and location of the assignment. Agree check in and check out times with a member of staff and if necessary, a member of staff should check in with the lone worker on an hourly basis.
- The lone worker must carry their own mobile phone and ensure it is fully charged in the event of an emergency.

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Communicating this Policy

- This Policy will be communicated to all staff and contractors at their initial induction interview/briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis Education website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	martin@axcis.co.uk sara@axcis.co.uk	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

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