



Lone Working Policy

This policy was written in August 2017 in line with the Health and Safety Executive (HSE) 'Working Alone' guidance 05/13. It was reviewed in April 2019 and April 2021. **Next Review: April 2023**
Written by Carly Steel (Director) Changes in blue.

Aims of the policy

This policy aims to address and reduce the potential risks involved in lone working at New Leaf Triangle CIC (NLT), in line with the legal requirements for employers set out in the 'Health and Safety at Work Act 1974' and the 'Management of Health and Safety at Work Regulations 1999'.

It will define what lone working means for NLT and state the responsibilities of the directors and staff. It will provide guidance to minimise risks associated with lone working.

What is lone working?

Lone workers are those who work by themselves without close or direct supervision. At New Leaf Triangle this may include, but is not limited to, the following:

- Walking or riding horses from one site to another site.
- Lone working with students onsite.
- Lone working with students in the community.
- Looking after animals (feeding, moving, grooming etc).
- Cleaning the environment (cleaning stables/yard, poo picking in the fields).
- Exercising animals, such as riding the horses.

Responsibilities

Directors:

New Leaf Triangle directors are responsible for the health, safety and welfare at work of all their workers. This includes:

- Ensuring necessary policies and procedures are in place.
- Ensuring that a risk assessment is in place for the premises.
- Ensuring risk assessments are in places for working with and handling animals, horse riding, using tools and equipment.
- Ensuring staff receive a thorough induction and the correct training to carry out the required tasks.
- Ensuring staff have access to safety equipment, such as a first aid kit, fire safety equipment and horse riding safety equipment.
- Consulting staff about health and safety, for example, through supervision.
- Maintaining equipment to ensure it is safe to use.
- Monitoring and supporting staff before they lone work, to ensure that they are safe and competent to do so.
- Implementing a system to ensure a lone worker has returned to their base or home once their task is completed.

Employees:

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations. This includes:

- Following all guidelines set out in risk assessments, policies and procedures as provided by the directors and listed at the bottom of this document.
- Ensuring their own personal understanding of documents, asking for clarification if they are not sure.
- Reporting any safety concerns to the directors within 24 hours of noticing (including concerns [or near misses](#) with activities, animals, students and equipment).
- Speaking to a director if they feel that they have any personal concerns (for example, if they feel they need more experience/training or if they have a medical condition that could pose additional risks)
- Attending planned supervisions, training and meetings.

Guidelines

This section provides further guidelines to reduce or eliminate risks associated with lone working at NLT. When lone working at NLT it is important that all employees follow these additional guidelines:

- Staff to always have their mobile phones on their person and the directors and other responsible persons' numbers stored.
- Staff must always tell someone where they are going and when they will be back, [including when entering the woodland at site 1](#).
- Staff must call one of the directors at the end of their lone working shift. If the directors are not contactable then staff must call the pre-allocated responsible person.
- Before riding horses staff must be deemed competent to do so by one of the directors.
- When walking or riding a horse to another site, staff must wear a protective hat and a high visibility vest. When staff do not have their own hat, one will be provided by NLT.
- Manual handling tasks must be pre-agreed with a director, or responsible person, who has observed that staff are competent and able to carry out the task safely.
- Staff are able to lone work with students (onsite and in the community) if it has been deemed safe to do so by a director.

Links to other relevant company risk assessments and policies.

This policy must be used in conjunction with the:

- Health and Safety policy
- Safeguarding policy
- Fire Safety risk assessment
- Positive Behaviour Support Policy
- Horse safety guidance
- Individual risk assessments for activities, students, environments and animals.