



New Leaf Triangle Lone Working Policy

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Last Reviewed: Apr 24 by Kath Carter, Business Manager; and Laura Jackson, Operational Support Manager
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Introduction

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'.

This policy defines what lone working means for NLT and state the responsibilities of the directors and staff. It provides guidance to minimise risks associated with lone working.

What is lone working?

Lone workers are those who work by themselves for a period of time without a nearby colleague or manager who could be called on for assistance. At NLT this may include, but is not limited to:

- Walking or riding horses from one site to another site.
- Lone working with students in the community.
- Looking after animals (feeding, moving, grooming etc).
- Cleaning the environment (cleaning stables/yard, poo picking in the field)
- Exercising animals, such as riding the horses
- Transporting Students in the staff's own car

As a general rule, staff should NOT lone work with students at NLT, apart from in these type of exceptional cases. Where possible, there should always be at least two staff members available in any one place in order to assist with any incidents or difficulties.

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 cooperate 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 concerning 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 must always have their mobile phones available to access – and have the directors' and other responsible persons' numbers stored in them.
- Staff must always tell someone where they are going and when they will be back, including when entering the woodland at site 1.

- Where there is lone working that doesn't involve contact with colleagues before and after (e.g. when animals/horses at weekend), staff must contact one of the directors, or pre-agreed managers or coordinators at the beginning and end of their lone working shift.
- When travelling to Dalby (site three) independently, you must alert a manager or director to let them know when you arrive and leave the Dalby site.
- Before working with horses, staff must be deemed competent to do so at the relevant level, 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.
- Additional Risk assessment, and adherence to the Travel Policy must be undertaken for transporting students in vehicles.

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.