



SOUTH  
BROCKWELLS  
— FARM —  
EST. 1976

## Lone Working Policy

education@southbrockwellsfarm.com

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#### **1. About this document**

The Partners and staff of South Brockwells Farm fully recognise the responsibilities and duty placed upon them to have arrangements to safeguard and promote the welfare of all children & young people in their care and at times, this will include lone working with children and young people. We recognise that all staff, including volunteers, have a full and active part to play in protecting them from harm.

The guidance is for:

- Farm Activity Leaders

#### **2. What is the subject**

Lone workers may include: people working outside normal office hours; the first or last person on the premises; receptionists; drivers; people working from home; people working totally alone in a building; people working separately in large premises or in separate areas of a premises; people involved in securing a building; and those making home or site visits.

There is no general prohibition on working alone, the broad duties of the Health & Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 still apply. Managers should identify whether the activity can be safely undertaken while working alone. New staff and students will require additional support and some people may have a medical condition, which may make it unsuitable for them to work alone.

#### **3. Responsibilities of managers**

We have a duty of care for all farm staff under the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to make suitable risk assessments of work activities including the risks of farm staff working alone.

We have a duty to consult with all farm staff on all health and safety matters especially working alone. During consultation we ensure all relevant hazards have been identified, and appropriate and proportionate control measures have been put in place. We believe lone working is any activity that requires an employee working on their

own or without close or direct supervision. Lone working may occur during home tuition / home visits, in the evening, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others, allegations of abuse from Young People or their families, hazards in the workplace or the lack of help should an accident or illness occur.

We recommend that farm staff should only work alone on the farm premises if it is absolutely necessary. Under no circumstances will a member of staff work alone if they have a medical condition.

We have in place procedures to monitor lone workers by periodically visiting and observing farm staff working alone.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

It is South Brockwells Farm practice to undertake risk assessments which involves identifying hazards, assessing the risks and implementing adequate control measures to eliminate or reduce the risks to the lowest practicable level.

Although working alone may not introduce any new hazards, the level of risk could increase significantly when a task is carried out unaccompanied. This may require additional risk-control measures to be implemented to ensure that staff are not exposed to greater risks than those who work together.

#### **4. Responsibilities of employees**

The Director of Education and Events will:

- Ensure all farm staff, Young People and parents/carers are aware of and comply with this policy;
- ensure risk assessments are:
  - in place and cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all farm staff.
  
- have in place the following health and safety control measures:
  - Security lights in place.
  - Lone workers carry radios and mobile phones.
  - Farm office and line manager informed before working alone.
  - Access to farm telephone not restricted.
  - List of contact numbers in case of an emergency.
  - Lone workers asked to ensure that another member of staff is on the premises.
  - Farm staff trained in first aid.
  - First aid boxes situated around the building.
  - Working at height forbidden when working alone.
  - Monitoring and review procedures in place to ensure safe procedures continue.
  - ensure monitoring systems are in place to observe lone workers and to ensure safe system procedures are effective;
  - try not to work alone on the farm premises;
  - abide by the safe system procedures when working alone;
  - not hold meetings with individuals while working alone in the farm building;
  - provide guidance, support and training to all staff;



Farm staff will:

- Ensure an appropriate risk assessment is in place for activity and travelling to/from activity on the farm.
- When transporting a young person in the designated farm vehicle, you should ensure the relevant section of the South Brockwells Farm Medical Consent form has been completed and signed by parent/carer.
- Ensure that the farm calendar is up to date with initials of mentee and base location of session
- Text nominated overseer (Caroline Tasker) (Sarah Robinson in Caroline's absence) when session is completed
- Take reasonable care of yourself and others
- Co-operate with managers in identifying foreseeable risks and following procedures and practices whether written or verbal, designed to protect your safety
- Familiarise yourself with policies and risk assessments
- If you encounter any new hazards during the course of your work that have not been considered previously or circumstances have changed, speak with your manager or supervisor
- Never knowingly compromise your safety and if you feel uneasy, report any concerns to your manager
- Participate in any training designed to improve your safety at work
- Share information with colleagues and record if necessary
- Report any accidents and incidents of verbal and physical abuse including near misses, whether injury is sustained or not, to you manager or supervisor as soon as possible after an incident has occurred
- comply with all the afore mentioned aspects of this policy;
- carry out their duties in accordance with the Safety Policy;
- take reasonable care of themselves and others whilst at work;
- recognise the hazards and risks involved by working alone by:
  - attending training and information sessions;
  - following the safe working procedures such as first aid, communication procedures and emergency procedures;
  - reporting any concerns they have

### **Safe System Procedures**

All farm staff are asked to follow the safe system for lone workers:

- To inform the farm office and update calendar with when they will be working alone on site, at what times, with who and where.
- To avoid situations that put themselves at risk.
- To avoid working in remote areas of the farm alone if there is a possibility of aggression or violence.
- To have the farm phone, farm mobile or personal mobile with them.
- To not place hands on a child unless they are at risk of harm to themselves or others.
- To read all documentation thoroughly regarding each child and their needs so they are fully informed and prepared for working with them effectively.
- To have a list of contact telephone numbers in case of an emergency.
- To have a torch with them in a case of a power cut.
- To have a first aid kit at hand.
- To be trained in first aid.
- To be trained in fire fighting procedures.
- To ensure that the work they are doing does not involve working at height and lifting heavy goods.

### **5. Risk assessment**

The process of conducting a risk assessment for lone working is no different to that followed when assessing any other activity. The risk assessment must be signed and dated, kept up-to-date and reviewed at least annually or in line with local procedures. If developments suggest that the current risk assessment is no longer valid, or that it can



be improved, the assessment must be amended. Reviews should take place after an incident as soon as is reasonably practicable or within 10 working days, to see whether there is a need to change working procedures, implement new working practices, make changes to the working environment or provide additional training.

## **6. Documents and further reference**

- Keeping Children Safe in Education (DfE 2021)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1014058/KCSIE\\_2021\\_Part\\_One\\_September.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014058/KCSIE_2021_Part_One_September.pdf) [January 2021.pdf](#)

- South Brockwells Farm Safeguarding Policy
- Every Child Matters, 2003
- Guidance for Safer Practice for Adults who Work with Children & Young People, 2009

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