

Lone Worker Policy for Help4Kidz

1. Policy Statement

Help4Kidz is committed to ensuring the safety and well-being of all its employees, particularly those who work alone. This Lone Worker Policy outlines the company's approach to managing the risks associated with lone working, ensuring compliance with relevant health and safety legislation.

2. Scope

This policy applies to all employees of Help4Kidz who may be required to work alone, either regularly or occasionally, as part of their job role.

3. Definition of Lone Working

Lone working refers to any work activity carried out in isolation from other workers without close or direct supervision. This can include working outside normal office hours, working off-site, or working in isolated areas within the workplace.

4. Risk Assessment

4.1. Identification of Hazards: Regular risk assessments will be conducted to identify potential hazards associated with lone working.

4.2. Control Measures: Appropriate measures will be implemented to reduce identified risks to a reasonable level.

4.3. Review and Update: Risk assessments will be reviewed and updated regularly or when there is a significant change in working practices.

5. Safety Procedures

5.1. Communication: Lone workers must have access to a means of communication at all times.

5.2. Check-In System: A regular check-in procedure will be established for lone workers.

5.3. Emergency Response: Procedures for responding to emergencies, including accidents or sudden illness, will be clearly defined and communicated.

6. Training and Support

6.1. Training: All lone workers will receive appropriate training on the risks associated with lone working and the use of necessary safety equipment.

6.2. Support: Ongoing support and guidance will be provided to lone workers, including access to supervision and debriefing sessions.

7. Responsibilities

7.1. Employer Responsibilities: Help4Kidz is responsible for ensuring the health and safety of lone workers.

7.2. Employee Responsibilities: Lone workers are responsible for following all safety procedures and reporting any hazards or incidents.

8. Monitoring and Review

This policy will be monitored to ensure its effectiveness and will be reviewed annually or in response to changes in legislation, operational changes, or an incident.