

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

Lone Working

# Purpose of Policy

The purpose of this policy is to ensure the safety of staff when lone working and to communicate the responsibilities of this choice.

**Procedure to follow**

The Beehive Staff Handbook clearly states that staff should not be working on their own within the building:

*No employee should be working on their own within the building. There are always 2 staff who are responsible for opening the premises at 7.45am and closing the building at 5.45pm. The Company does not request individuals to work outside of the normal opening hours and therefore takes no responsibility outside of these hours. However, if you chose to arrive or leave outside of the opening hours and would be working alone, then you need to develop an awareness of the risks and how to minimise them.*

*Your manager should complete a risk assessment with you if you are to be working alone at any time.*

*If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.*

In line with this, any employee who feels the need to lone work needs to obtain written permission from their line manager. Permission will be at the discretion of the manager and may be refused based on an individual’s health and safety needs. A risk assessment will be written and signed prior to any lone working.

If an incident or accident occurs whilst lone working, it is essential for the employee to seek assistance as needed. Any employee who chooses to lone work does so at their own risk and is responsible for any adverse effects on Beehive or themselves.

If any employee lone works without seeking the permission of their line manager, this is a serious infringement of the health and safety of Beehive and could face dismissal for gross misconduct.

This policy was adopted at a meeting of Beehive Pre-school playgroup held in August 2024.

Signed on behalf of the pre-school………………………………………………