



Core Creative Education CIC

CCE038 Lone Working Policy and Procedures

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1.0 Introduction

CoRE may require staff to work alone, especially outside of term time to cover the Centre or in the office, or during term time for staff such as the land manager and cleaner. The lone working policy outlines the definition of lone working, along with CoRE's responsibilities as an employer, and staff's responsibilities when working alone.

2.0 Lone Working

The Health and Safety Executive describes lone workers as: *"those who work by themselves without close or direct supervision"*. This includes employed staff, self-employed staff and contractors who access the site.

3.0 CoRE's responsibilities

CoRE will ensure that all staff are trained as necessary for their roles to ensure that they work as safely as possible, following the Health and Safety at Work Act 1974, Manual Handling Operations Regulations 1992 and Work at Height Regulations 2005 provided with appropriate equipment, risk assessments and ensuring suitable precautions are in place to minimise the risk of injury to employees working alone. Self-employed staff and contractors are expected to provide copies of their own risk assessments, to cover lone working and ensure they are working within the remit of CoRE's policies and risk assessments. *Lone working arrangements will not normally be used where staff are working directly with students unless this has been specifically risk assessed and authorised.*

4.0 Staff responsibilities

During school holidays, staff working alone on site e.g. land manager, cleaner and office manager/administrator will be given the contact details of a nominated off-site 'supervisor'. The days that staff are in in school holidays will be planned in advance and logged in the shared outlook calendar. *Any significant changes to planned lone-working arrangements should be communicated to the nominated supervisor as soon as reasonably practicable.* It is the member of staff's responsibility to contact the nominated 'supervisor' and inform them when they have arrived on site and when they have left site as a minimum.

If a member of staff fails to make agreed contact and cannot be reached by telephone or other agreed communication methods, the nominated supervisor will take reasonable steps to establish their welfare and, where necessary, contact emergency services.

Staff must remain contactable via walkie-talkie when working alone during term time, or when there are others on-site. Should walkie-talkie contact be unable to be maintained due to noise (e.g. the land manager strimming or being in the woods out of range) then the person working alone, must agree with the education manager/director where they are going to be working and for approximately how long, so that in the case of an emergency they can be found as easily as possible.

If staff feel they require further training or resources, they must communicate this with the education manager or director before continuing to work alone. Staff must feel comfortable when working alone and CoRE will make all necessary provisions to maintain their safety when working alone.

Signed: *Alasdair Green* (Education manager)

Name: Alasdair Green

Date: 20/7/26



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This policy will be reviewed annually, or as and when there are any changes in the law or procedures.