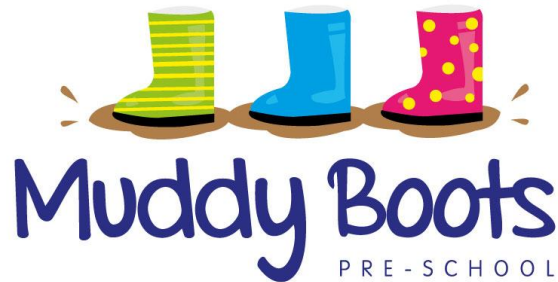


Muddy Boots Pre-School CIO

Suitable People – Lone, Solitary and Peripatetic Working



Review Date:	SEE COMMITTEE POLICY REVIEW SCHEDULE
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Suitable People

Lone, Solitary and Peripatetic Working

Policy Statement

In some areas of the pre-school and at certain times employees are required to work alone when carrying out their normal duties. The pre-school will ensure that such employees are not exposed to unnecessary or excessive risk.

This policy provides detail on the principles relating to lone, solitary or peripatetic workers, organisational responsibilities, procedures and record keeping. It applies to all areas whether directly or indirectly funded, and covers employees, temporary, agency and contract staff, plus all other persons for whom the pre-school has a direct or indirect responsibility.

Where the management committee wishes to deviate from this proposed policy or adopt any other policy, it is their responsibility to arrange consultation with appropriate representatives from recognised trade unions or professional associations.

Responsibility

The pre-school manager and management committee are responsible for the application of this policy in respect of any lone, solitary and peripatetic workers in their areas of control.

Definitions

Lone, solitary or peripatetic working means carrying out normal duties without close supervision, usually at locations away from a fixed base. The main categories of workers affected by this definition within an educational setting are: -

- Mobile workers who travel to varying locations and work away from their fixed base
- Those working at fixed bases with limited personnel cover, often one person carrying out the duties alone
- Those carrying out maintenance or contracted duties on other premises
- Those working at their fixed base outside the normal working hours

Procedures

Risk Assessment

Where the manager/committee identifies duties which require an employee to work alone a risk assessment must be made of all work activities. The risk assessment should consider whether the work activities can safely be carried out by one unaccompanied person and should take into account:-

- The remoteness or isolation of the workplace
- Problems of communication
- The risk of injury or damage to health from the activity
- The possibility of a violent or criminal act by another person against the worker.

Where risk assessment has identified the need for measures to control risk to lone, solitary or peripatetic workers, appropriate measures in accordance with the following should be included in local safety arrangements.

Safe System of Work

Where risk assessment identifies a special risk to the solitary worker a safe system of work, taking into account normal and abnormal working conditions and foreseeable emergency situations, must be implemented. This could involve the use of any of the following, appropriate to the degree of risk from the activity:-

- A system of regular phone contact
- A permit to work system
- A lone worker alarm system linked to a control point.

Training

Each employee required to carry out lone, solitary or peripatetic work must receive training and information on the risks associated with any work activity. Each employee should also be informed of any specific requirements for control of risk.

Personal Protective Equipment (PPE)

Suitable PPE must be issued to an employee when the risk assessment has shown it to be necessary for safe operation.

First Aid

A suitable portable First Aid kit must be made available to any employee working alone and supplies replenished at no cost to the employee.

Accident Reporting

Any accident to an employee working away from base must be reported to the manager or committee and an Accident/Incident Form completed.

Transport

Any employee using a company vehicle or their own transport whilst travelling to carry out duties away from base must have a valid driving licence and be covered by relevant insurance.

Records

Where risk assessment indicates the need for a system to manage the risk to lone, solitary or peripatetic workers, records must be kept of all employee training and equipment issued.

Further guidance

- This can be obtained from the Council's Health and Safety team or from a Senior HR and Change Advisor at West Northants County Council