



Lone Working Policy

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Purpose

The purpose of this policy is to ensure the safety and well-being of staff and students in situations where staff members may be working alone. This policy outlines the procedures and guidelines for managing lone working within Coggeshall Road Therapeutic Provision.

Scope

This policy applies to all staff members at Coggeshall Road Therapeutic Provision involved in situations where they may be working alone with students.

On-Site Lone Working

Guidelines

1. **Staffing Ratio:** One staff member may be responsible for up to five students on-site.
2. **Communication:**
 - Ensure the lone worker has a reliable means of communication (e.g., mobile phone, two-way radio).
 - The lone worker must check in with a designated contact person at regular intervals.
3. **Risk Assessment:**
 - Conduct a risk assessment for each lone working situation to identify potential hazards.
 - Document the findings and implement measures to mitigate risks.
4. **Emergency Procedures:**
 - Ensure the lone worker is aware of emergency procedures, including evacuation routes and contact numbers.
 - Provide training on how to manage emergencies specific to lone working scenarios.
5. **Student Needs:**
 - Assess the needs and behaviors of the students to determine if lone working is appropriate.
 - Ensure students understand the expectations and rules when being supervised by a lone worker.
6. **Incident Reporting:**
 - Immediately report any incidents, injuries, or concerns to the designated contact person.
 - Complete an incident report form as soon as possible after the event.

Off-Site Lone Working

Guidelines

1. **Staffing Ratio:** Two staff members must be present when supervising 1 to 5 students off-site.
2. **Communication:**
 - Both staff members must have a reliable means of communication (e.g., mobile phones).
 - Regular check-ins with the main office or a designated contact person are mandatory.
3. **Risk Assessment:**
 - Conduct a risk assessment for off-site activities to identify potential hazards.
 - Ensure that all risks are documented, and appropriate measures are taken to mitigate them.
4. **Emergency Procedures:**
 - Ensure both staff members are aware of the emergency procedures specific to the off-site location.
 - Provide training on how to manage emergencies while off-site.
5. **Student Needs:**
 - Assess the needs and behaviors of the students to determine if the off-site activity is appropriate.
 - Ensure students understand the expectations and rules for off-site activities.
6. **Travel Safety:**
 - Use safe and reliable transportation methods.
 - Ensure that all students are accounted for before, during, and after travel.
7. **Incident Reporting:**
 - Immediately report any incidents, injuries, or concerns to the main office or designated contact person.
 - Complete an incident report form as soon as possible after the event.

Responsibilities

1. **Management:**
 - Ensure that all staff members are aware of and understand this policy.
 - Provide appropriate training and resources for lone working situations.
 - Regularly review and update the lone working policy and procedures.
2. **Staff Members:**
 - Adhere to the lone working policy and guidelines.
 - Participate in training related to lone working and emergency procedures.
 - Report any concerns, incidents, or suggestions for improvement to management.

Training and Awareness

1. **Induction:** New staff members will receive an induction that includes lone working procedures.
2. **Ongoing Training:** Regular training sessions will be conducted to ensure all staff are up to date with the latest policies and procedures.
3. **Information Access:** The lone working policy will be readily accessible to all staff members.

Monitoring and Review

1. **Regular Reviews:** The lone working policy will be reviewed annually or following any significant incidents.
2. **Feedback Mechanism:** Staff members are encouraged to provide feedback on the policy and its implementation to ensure continuous improvement.

By following this policy, Coggeshall Road Therapeutic Provision aims to ensure the safety and well-being of both staff and students in lone working situations.