



Waltham Pre-School

Lone Worker

Policy Statement

- Routine risk assessments are carried out regularly to ensure the environment is safe for both children and staff.
- Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.
- The policy of the setting is that mobile phones are to be kept in the staff room due to the risk to children. However, before the practitioners arrive lone workers can keep mobile phones on their person for emergency precautions. Once other staff members arrive on the premises, phones should be put in the store cupboard and never kept in areas that children occupy.
- Landline phones are available in each area of the school.
- Lone workers are to be advised where the first aid boxes are located at induction. Any medication such as inhalers should be kept accessible but away from the children eg in the locked store cupboard.
- Employee's are expected to use chemicals or hazardous substances as the instructions on the containers. COSHH reports must be taken to the hospital with the person should any hazardous substance be ingested.
- Fire alarms are tested on a weekly basis.
- Alarm systems are checked regularly.
- All external / internal doors are on a security keypad, with one door unlocked for staff access.
- Emergency doors are accessible and marked.
- All staff must indicate their time of arrival and departure in the staff signing in and out book.
- A worker that is new to the job will be trained and advised what to do in an emergency.
- Pre-School management must be informed if you are not in work.
- Lone workers will be provided with contact numbers in the case of emergencies.