

May Blossom Farm CIC

Alternative Provision

Registered Office: 30 Bath Street, Rugby, Warwickshire

Phone: 07870 853725

Email: info@mayblossomfarm.co.uk

Web Site: <http://www.mayblossomfarm.co.uk>



Lone Worker Policy

Approved by:	May Blossom Farm CIC Board
Last reviewed on:	23/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russel Breyer

This policy was ratified in September 2025 and will be reviewed in August 2026

Policy statement

May Blossom Farm CIC (MBF CIC) recognises that some staff and volunteers may be required to work alone or in isolated situations. Lone working can present particular risks to health, safety and wellbeing. MBF CIC is committed to ensuring that risks associated with lone working are properly assessed and controlled so that staff, learners, visitors and contractors remain safe.

Purpose

This policy sets out MBF CIC's approach to lone working. It aims to:

- Ensure compliance with health and safety legislation relating to lone working.
- Identify activities where lone working may occur and the risks involved.
- Define responsibilities for risk assessment, control measures, training, monitoring and reporting.
- Protect staff, volunteers and contractors from foreseeable harm while working alone.

Scope

This policy applies to:

- All MBF CIC staff, volunteers, contractors and trustees.
- All activities where an individual is working alone on site, off-site, or outside normal working hours.

Principles

- Lone working will only be permitted where risks are assessed and can be safely managed.
- Higher-risk activities (e.g. hot works, working at height) must not be undertaken alone.
- Staff and volunteers must follow agreed lone working procedures, including check-in systems and emergency arrangements.
- Additional safeguards must be provided for vulnerable staff (e.g. pregnant workers, under-18s, those with health conditions).

Roles and responsibilities

Board of Directors

- Approve and review the Lone Working Policy.
- Ensure adequate oversight and resources for safe lone working.

Version 1 Sept 2025 May Blossom Farm CIC Alternative Provision: Review Date August 2026

Head of Alternative Provision

- Overall responsibility for ensuring lone working arrangements are implemented and monitored.
- Ensure risk assessments are carried out and reviewed.

Site/Operations Manager / Health & Safety Lead

- Maintain a register of lone working risk assessments and update them annually.
- Put in place check-in procedures (e.g. phone/text systems, signing in/out).
- Ensure emergency contacts and escalation procedures are clear.
- Provide suitable equipment (phones, alarms, torches, PPE).

Staff and Volunteers

- Follow lone working procedures at all times.
- Use designated communication/check-in systems.
- Report hazards, incidents or near misses immediately.
- Do not undertake prohibited lone working activities.

Contractors

- Provide risk assessments and method statements where lone working is required.
- Comply with MBF CIC lone working rules and supervision arrangements.

Arrangements and specific controls

Risk assessment

- Lone working risk assessments must identify hazards, persons at risk, and control measures.
- Assessments will be reviewed annually or after any significant change/incident.

Check-in and communication

- Lone workers must inform a designated contact when starting and finishing work.
- Regular check-in calls or texts are required for longer lone working periods.
- Failure to check-in will trigger escalation procedures.

Emergency procedures

- Lone workers must carry a mobile phone or radio.
- Emergency contacts and procedures are displayed in all work areas.
- If a lone worker feels unsafe, they must stop work and seek support.

Prohibited lone working activities

- Operating tractors or PTO-driven equipment.
- Handling large livestock.
- Working at height or in confined spaces.
- Hot works (welding, cutting, grinding).
- Any activity deemed high risk by the risk assessment.

Training and information

- All staff and volunteers receive lone working induction training.
- Fire wardens, first aiders and managers receive additional training on lone worker safety.
- Records of training are kept in the central training matrix.

Monitoring, audit and review

- Lone working arrangements will be monitored by the Leadership Team.
- Near misses and incidents will be investigated and lessons learned.
- This policy will be reviewed annually or sooner if required.

Related policies and documents

- Health and Safety Policy
- Safeguarding & Child Protection Policy
- Fire Evacuation Policy
- First Aid Policy
- Risk Assessment Policy
- Visitor Protocols and External Visit Risk Assessments