Lone Working Policy

Hood Hill Equestrian

Created:	October 2026
Review Date	October 2027

1 – Statement

Hood Hill Equestrian aims to ensure, as far as is reasonably practicable, that staff who work alone are not exposed to risks to their health and safety by identifying these risks and implementing safe working practices to manage them.

2 – Objectives

The objectives of the policy are to ensure that:

- Lone working is defined
- Lone workers are identified
- Risks inherent in lone working are assessed and suitable precautionary measures are put in place

3 – Definition

For the purpose of this policy, a lone worker is a person who works for some or all of their time by themselves without direct or close supervision. Lone working is generally permissible provided:

- Work can be solely undertaken by one unaided person
- There are arrangements for the lone worker to call for help if necessary

- The employee has sufficient knowledge, experience or expertise

Lone working may occur during normal working hours at an isolated location within the setting e.g. in a different area or learning space, at home or when or when working outside of normal business hours which includes school holiday periods, e.g. transporting young people for the purpose of educational visits or when arranged transportation has failed.
Lone workers at Hood Hill Equestrian will only ever include Alternative Provision support staff.

4 Procedures

4.1 – Senior Manager

The Senior Manager will ensure that staff who work alone are identified, the risks are assessed and steps taken to avoid or control risks where necessary. This will include the following:

- Discussing and agreeing lone working arrangements with lone worker which will include considering potential risks and measures to control them;
- Taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- providing instruction, training and supervision;
- reviewing risk assessments periodically or when there has been a significant change in working practice.

4.2 – Staff

Staff who work alone will, in consultation with their manager, consider all potential risks and are required to follow specific safety precautions put in place to prevent harm. They shall take care of themselves and others affected by their work and cooperate with Senior Managers in meeting their obligations. Any problems met whilst lone working will be reported to their senior manager immediately.

5 - Controlling Risks

Account will be taken of the work to be carried out and foreseeable emergencies, e.g.
fire, equipment failure, illness and accidents. Situations where people work alone will be identified and the following confirmed:

- Lone working is appropriate for the task.

- The workplace does not present any special risks to the lone worker.
- There is a safe way in and out of the school.
- Equipment, substances and objects can be handled by one person.
- There is low risk of violence and/or aggression.
- Staff are aware to report any violent incidents which should occur.
- Staff have sufficient experience to work alone.
- It is acknowledged that certain individuals are at more risk than others e.g. if they are young, pregnant, disabled, have a health condition or are a trainee. In these instances, employees will not work alone.
- If English is not the lone workers first language, suitable arrangements are in place to ensure clear communications, especially in an emergency. If this cannot be arranged, employees will not work alone.
- The person is medically fit and suitable to work alone.
- Training has been undertaken to ensure competency in safety matters.

Some tasks may always be inappropriate for lone working. There are tasks where a second person is needed to provide assistance and support or where a person gets into difficulty may be unable to call for help.

Risk assessment will help decide the right level of supervision required for a job. The centre accept that there are some high risk activities where at least one other person may need to be present. Examples include:

- Working in confined spaces
- Work at Height
- Working at or near live electricity conductors
- Dealing with unpredictable client behaviour and situations

6 – Monitoring Lone Workers

Consideration has been given as to how the lone worker will be monitored/supervised.
The extent of supervision required will depend on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Procedures to monitor lone workers have been put in place and may include one or more of the following:

- Senior Manager to periodically visit or otherwise contact lone worker
- Maintaining regular contact with lone worker using either a telephone, email or radio
- Systems being in place if contact is not maintained. This includes visiting the site or contacting a spouse (pre-arranged)
- Checks that lone worker has returned to their base or home on completion of a task
- Considering what happens if a person becomes ill, has an accident, or there is an emergency
- Use of an incident management centre. These are commercially run organisations who use a variety of systems to help protect/track a lone worker
- Consider the introduction of a 'Buddy' system. This may be used in conjunction with other systems. Staff will need to have access to a mobile phone which may be provided to each member of the team who work on their own or department/faculty mobile phones will be allocated when necessary. If the latter is used, it must be ensured that the correct telephone number is recorded against the employee's (lone workers) name.

7. Lone Working Risk Assessment

All lone working will need to be risk assessed and a sample risk assessment covering some examples of lone working in settings.

8. Conclusion

All lone workers are expected to fully cooperate with safe working practices put in place and report any incident which may lead to a review of procedures.

This policy should be read alongside our Private Vehicle Use Policy