

Lone Worker Policy

Academic year 2026–2027



LIMISHA

TRAINING ACADEMY

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Lone Worker Policy

1. Statement of intent

Limisha Training Academy recognises that some staff may be required to work alone, without close or direct supervision, either on site, off site, during home visits or outside normal working arrangements. Limisha Training Academy is committed to ensuring that lone working is properly assessed, authorised and managed so far as is reasonably practicable.

This policy sets out Limisha Training Academy's arrangements for identifying, reducing and monitoring risks associated with lone working. It applies to all staff, contractors and volunteers working on behalf of Limisha Training Academy where their duties may involve working alone.

2. Legal framework

- Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Health and Safety Executive guidance on protecting lone workers.

3. Definitions

- Lone working means working by oneself without close or direct supervision.
- A staff member may be lone working even when other people are in the building if they are physically isolated or unable to access immediate support.
- Lone working may include home visits, working outside normal hours, travelling for work, working off site or working one-to-one with a learner where immediate colleague support is not available.

4. Roles and responsibilities

- The Director is responsible for implementing this policy, ensuring risks are assessed and making sure safe systems of work are in place.
- The Director will ensure staff understand the arrangements for lone working, reporting concerns, recording incidents and requesting authorisation where required.
- Staff are responsible for following this policy, taking reasonable care of their own safety and reporting any concerns, incidents, near misses or changes in risk.
- Staff must not undertake lone working that has not been authorised or assessed where authorisation is required.

5. Authorisation and risk assessment

Lone working will only take place where the Director is satisfied that the activity is necessary, appropriate and can be carried out safely. A risk assessment will be completed where lone working presents additional risks because of the location, timing, task, learner needs, travel arrangements or lack of immediate support.

Risk assessments will consider communication arrangements, access to support, medical or welfare needs, safeguarding factors, personal safety, travel, site access, first aid, emergency procedures and any history of violence, aggression or concerning behaviour. Control measures will be reviewed if circumstances change or following an incident.

6. Procedures for lone workers

- Staff must provide details of where they are working, who they are meeting, expected arrival and return times and how they can be contacted.

- Staff must keep a charged mobile phone with them and ensure agreed check-in arrangements are followed.
- If plans change significantly, staff must notify the Director or agreed contact as soon as possible.
- Staff must remove themselves from any situation where they feel unsafe and seek support immediately.
- Where a lone worker cannot be contacted and there is concern for their safety, the Director will use available information to establish their whereabouts and may contact emergency services if necessary.

7. Home visits and off-site work

Home visits and off-site meetings must be planned in advance and recorded in the relevant shared diary or agreed system. The record should include the address, name of the person being visited, contact details, expected length of visit and any known risk information. Staff must carry identification and complete a brief dynamic risk assessment on arrival. If staff are concerned about their safety, they must not enter or remain at the location.

8. Safeguarding

Where lone working involves learners, staff must follow Limisha Training Academy's safeguarding and child protection procedures at all times. One-to-one work must be planned, transparent and appropriate to the learner's needs. Staff must ensure another member of staff knows where and when the session is taking place, avoid secluded locations where possible and record any safeguarding concern immediately.

9. Training, incidents and review

Staff who undertake lone working will receive appropriate information, instruction and training. Lone workers must report accidents, near misses, threatening behaviour, safeguarding concerns and any safety issues to the Director as soon as possible. This policy will be reviewed annually by the Director, or sooner if legislation, guidance, working arrangements or risk levels change.

10. Monitoring and review

This policy is reviewed annually by the Director. Any changes to this policy will be communicated to staff, learners, parents and carers by the Director.