

All8 Sensory Support Safe Lone Worker Policy



The aim of this policy is to safeguard both myself and students and any other person visiting All8 Sensory Support and to show that I will always act in the child's best interests.

All Sessions at All8 Sensory Support are 1-1. As a facilitator I will always have access to a mobile phone so that help can be summoned quickly if required and carry a first aid kit. Emergency Telephone numbers are clearly visible in both the indoor and outdoor spaces and learners are shown where these are.

The majority of sessions are conducted outside on a shared site with other provisions and general public walking past on footpaths. Where sessions are taken inside the door is never locked and learners are not prevented from opening the door should they wish. The blinds are always open. (The only exception to this would be for invacuation purposes and the safety of the persons present).

Sometimes activities are planned in areas where there are fewer adults around. Ie in the woodland or on map guided dog walks. These are an important part of our sessions and as the facilitator I will make sure that I have a working mobile phone and first aid kit with me.

There are certain circumstances where a child may need to be supported emotionally and there may be a need for comfort and in these moments an appropriate and professional response will be made. Please refer to my Safe Touch Policy.

Responsibility as a Lone Worker.

Anybody who works alone is classed as a lone worker.

I will carry out a health and safety risk assessment. This highlights areas where further action may be needed to remove or minimise the chance of incidents occurring. Lone workers may be affected by many of the same health and safety risks as other workers. However, there are potential risks which are more likely to affect me as a lone worker. All8 Sensory Support will:

- Ensure I have no medical conditions which may make them unsuitable for the lone-working role they have been assigned.
- Be aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker.
- Put contact procedures in place for emergencies so that the alarm can be raised and prompt medical attention provided if there is an accident.
- Make provision if I may be faced with a risk of violence.
- Check whether there are specific legal requirements.

The health and safety responsibilities of All8 Sensory Support who work alone

Lone workers - including self-employed ones - have a responsibility to:

- take reasonable care to look after their own health and safety
- safeguard the health and safety of other people affected by their work
- use tools and other equipment properly, in accordance with relevant safety instructions and any training they have been given
- not misuse equipment provided for their health and safety
- highlight any safety concerns to the proprietor

Working remotely I still have the same responsibilities for information security. They must still back up their information using only All8 Sensory Support designated equipment, keep backups safe, ensure that equipment and software is up to date, and make sure people cannot read, overhear or steal their information.

Working alone I will report any accidents, injuries, near misses and other dangerous occurrences in order to ensure All8 Sensory Support conducts a realistic risk assessment and to put necessary safety procedures and precautions in place.

Carry out a risk assessment for lone workers

All8 Sensory Support health and safety risk assessment should cover all potential risks and hazards in the business environment. This covers risks faced by everyone who is in contact with All8 Sensory Support, including, contractors, clients, suppliers and other visitors to the workplace.

Checklist: assessing possible risks for lone workers

All8 Sensory Support risk assessment should consider a wide range of factors that may endanger a lone worker's health and safety. This includes checking whether there is any specific legal requirement to have more than one worker for certain activities. This includes

- Assess whether the risks of the job can be controlled by an individual working on their own.
- Ensure I have completed proper training.
- Consider whether the workplace presents special risks for someone on their own. For instance, someone working with a ladder might need another person to stabilise it.
- Take into account whether the work involves handling dangerous equipment or substances that require supervision.
- Consider whether the work is particularly stressful.
- Consider whether there is a risk of violence or any safeguarding issues that would mean lone working would put both myself and learner at risk.
- Assess whether I am medically fit to work alone.
- Make contingency plans in case of illhealth or has an accident, or there is an emergency such as a fire or hazardous spillage.
- Arrange adequate supervision and monitoring for lone workers.

All8 Sensory Support will review risk assessments at least annually, or when there has been a significant change in working practice.

Security for people working alone

- As a facilitator working alone I will carry a mobile phone at all times to be used if help is needed
- Will give special attention to activities undertaken with learners in order to minimise risk
- Will not schedule any visitors to the premises unless agreed with referrer and myself.

Ensuring premises and work practices are safe

- I will assess the working environment at business premises to ensure it is suitable for working alone
- This will be reviewed annually
- I will have access to policies and procedures which will be kept on site to refer to if needed

Insurance for lone workers

All8 Sensory Support will ensure that Public liability insurance is current and adheres to current guidance and recommendations

Proprietor's signature: Alison Alderton

Adopted on: 01/09/2024

Last reviewed on: 01/09/2026

Updated: 16/10/2026

Next review: 01/09/2027