

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk

Lone Worker Policy

Wanborough Playgroup recognises that a member of staff works alone to 'set up' for Playgroup, between the hours of 7.30am to 8.45am during Playgroup term time.

We aim to ensure the safety of our lone staff member by:

- understanding our responsibility to our employees, in relation to essential health and safety requirements under the management of Health and Safety at work regulations 1999.
- ensuring that the correct and appropriate risk assessments are undertaken in relation to lone workers.
- providing a system of emergency contact for said lone workers.
- providing a list of essential telephone numbers (police, fire, health and services).
- providing adequate first aid facilities and a first aid list for dealing with emergencies.

Staff members working alone will:

- ensure that they are aware of the policy and procedures to follow and ensure that they comply with them.
- undertake all reasonable measures to protect themselves and reduce risks when working alone.
- ensure that they carry a mobile telephone on their person.
- not put the chain across and if possible leave door on the latch to allow access in an emergency
- not admit any ad-hoc visitors to the premises and any visitor asked to make a formal appointment when other members of staff will be on the premises.
- in the event of an emergency, telephone the Playgroup Chairperson, or designated committee member if Chairperson is unavailable, for assistance.
- not attempt to put out a fire or deal with any other emergency issue prior to notifying the Chair (or designated committee member) of the situation, and even then, only where there is minimal risk to safety.
- phone a member of staff/committee using list on door register clipboard

This policy was adopted at a meeting of

Wanborough Playgroup Committee

Held on (date)

10th March 2008

Signed on behalf of the Management Committee/Proprietor

Sally Jamie

Role of signatory (e.g. chairperson etc.)

Chairperson

Reviewed at a meeting of

Wanborough Playgroup

Held on

1st December 2014

Signed on behalf of the management committee

Name of signatory

Jo Galt

Role of signatory (e.g. chair/owner)

Chairperson

Emergency contact list (Lone Worker)

POLICE: Gablecross (Swindon) 0845 408 7000

FIRE: Swindon 01793 401200

Stratton 01793 822425

HEALTH: Great Western Hospital 01793 604020

IF IN DOUBT CALL - 999

SERVICES: Gas (if you smell gas) 0800 111 999

Thames Water 0845 9200 800

Southern Electric (power cut) 0845 770 8090

VILLAGE HALL: Chairperson: Tessa Lanstein 01793 791214