



PL6 Learning Hub – Lone Working Policy

1. Policy Statement

PL6 Learning Hub is committed to ensuring the health, safety, and wellbeing of staff, learners, and others who may be affected by lone working. Lone working is avoided wherever possible; however, where it cannot be avoided, robust safeguards are in place to reduce risks.

The safety and welfare of children remains the priority at all times.

2. Scope

This policy applies to:

- Employees
- Self-employed tutors and associates
- Volunteers and placement staff

It covers lone working situations including:

- One-to-one tuition
 - Early opening or late closing of the premises
 - Administrative work outside core hours
 - Home visits (if applicable)
 - Online or remote sessions conducted alone
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3. Definition of Lone Working

A lone worker is any individual who is working:

- By themselves without close or direct supervision, or
- Without another staff member present on site

This includes situations where a single staff member is working with one learner.

4. Risk Assessment

PL6 Learning Hub will:

- Identify lone working risks as part of general risk assessments
- Review lone working arrangements regularly
- Adjust provision where risks cannot be managed safely

Consideration will be given to:

- Learner age, needs, and behaviour
 - Staff experience and training
 - Time of day and duration
 - Location and layout of the premises
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5. Control Measures

5.1 General Safeguards

- Lone working is planned, not ad-hoc
- Staff must inform a senior member of staff when lone working is taking place
- Entry and exit times must be logged

- Staff must have access to a mobile phone at all times
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5.2 Working with Learners

- Lone working with learners will only take place where:
 - A suitability and safeguarding assessment has been completed
 - Parental consent is in place where required
 - Sessions should take place in:
 - Rooms with visibility (e.g. clear panels or doors open where appropriate)
 - Physical contact must follow PL6 Safeguarding and Behaviour policies
 - Staff must never transport learners in personal vehicles unless explicitly authorised
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5.3 Safeguarding

- Staff must follow PL6 Safeguarding and Child Protection procedures at all times
 - Any concern arising during lone working must be reported immediately to the DSL
 - Lone working must never prevent escalation of safeguarding concerns
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5.4 Premises Safety

- Lone workers must:
 - Secure the building on arrival and departure
 - Be familiar with fire evacuation procedures
 - Know the location of first aid equipment
- High-risk activities must not be undertaken while working alone

6. Emergency Procedures

In an emergency, lone workers should:

- Contact emergency services immediately if required
 - Notify a senior member of staff as soon as practicable
 - Complete an incident report following the event
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7. Responsibilities

7.1 Staff Responsibilities

Staff must:

- Follow this policy and related procedures
 - Take reasonable care of their own safety and that of others
 - Report any incidents, near misses, or concerns
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7.2 Management Responsibilities

PL6 Learning Hub will:

- Ensure staff are trained and aware of lone working risks
 - Monitor lone working arrangements
 - Review incidents and update procedures where necessary
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8. Training and Awareness

- Lone working arrangements will be covered during staff induction

- Refresher guidance will be provided where risks change
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9. Record Keeping

PL6 Learning Hub will maintain:

- Risk assessments
- Incident and near-miss records
- Logs of lone working where required

All records will be stored securely.

10. Review

This policy will be reviewed:

- Annually
- Following any incident involving lone working
- In response to changes in legislation or guidance

A handwritten signature in black ink, appearing to be 'G. White'.

20/12/2025