



LONE WORKER POLICY

Reviewed September 2025

POLICY STATEMENT

Rhino Sports Academy takes the health and safety of its employees and volunteers seriously.

We have a legal duty to ensure the health, safety and welfare of our staff while at work or carrying out volunteer activity. We realise that at any given time, staff may be working alone, either in our office space or externally running clubs in another school.

This policy is designed to alert staff to the risks presented by lone working; to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give staff a framework for managing potentially risky situations.

We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Rhino staff have the responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precautions can reduce the risks associated with working alone.

RELATED LEGISLATION

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision.

For example:

- People working separately from others in a building.
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues.
- People who work at home other than in low risk, office-type work. This definition covers staff and volunteers in situations with varying degrees and types of risk.

It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.



POTENTIAL HAZARDS OF WORKING ALONE

Staff who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available.
- Fire
- Violence or the threat of violence
- Lack of a safe way in or out of a building, danger of being accidentally locked in
- Attempting tasks which cannot safely be done by one person alone.

To reduce the risk for staff working alone we carry out a risk assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.

All available information should be considered, and risk assessments should be updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in each situation, consideration should be given to sending a second staff member or making other arrangements to complete the task.

In any situation where a staff member is operating alone and feels unsafe or an incident occurs, they should report to their manager. Staff who are new to a role where they may be lone working may need to be accompanied initially to ensure policies and procedures are followed.



ACCIDENTS AND EMERGENCIES

Staff operating alone should be made aware of the process for responding correctly to emergencies. Staff who are alone and have an emergency arise, must first make sure the safety of the children is paramount, then notify Samuel Mennell, the Director, or Matthew Roberts, Chief Operations Officer, who will then liaise with the school. If it is an immediate emergency, staff can ask the school staff members for assistance. Staff will follow the school's fire emergency evacuation route.

If staff are working alone and have a child who has had a serious accident, staff can ask school staff to step in and assist. The Rhino staff member must also contact their manager. All Rhino staff have access to first aid kits and accident books. Accident slips must be filled out and passed onto the child's parents/carers. If it is a serious accident, i.e. stitches are required, managers must be told so that this can be recorded separately.

If a staff member hurts themselves or is hurt by a child, this needs to be recorded through their Bright account, and the manager informed.