



Up-Grade Training and Therapy Ltd

Lone working policy

Adopted 13/04/2023

Review date 13/04/2025

1. Summary

1.1 Up-Grade Training and Therapy Ltd has a duty of care to its staff. e.g. contractors, agency staff, interns, trainees, volunteers and visitors to East Sussex School of Circus Arts premises. It accepts a legal and moral responsibility to take all reasonable steps to ensure their safety and recognises that lone working can present a risk to that safety.

1.2 A guidance document for establishing Lone Working procedures accompanies this policy and can be found on Connected.

2. What is the policy about?

2.1. This policy sets out Up-Grade Training and Therapy Ltd's approach to managing lone worker safety; ensuring that all reasonable steps are taken to safeguard the health and safety of all workers and visitors.

3. Who is the policy for?

3.1. This policy covers all workers including contractors, agency staff, interns, trainees and volunteers undertaking activities on behalf Up-Grade Training and Therapy Ltd.

4. Policy statement

4.1. Up-Grade Training and Therapy Ltd is committed to ensuring, in so far as is reasonably practicable, the personal safety of those undertaking activities on behalf of the organisation.

4.2. Within the context of Up-Grade Training and Therapy Ltd overall Health and Safety and Lone Working Policies, each service/location is required to undertake a risk assessment and produce their own procedures to manage the lone working arrangements in the local situation.

4.3. Whilst Up-Grade Training and Therapy Ltd accepts its duty of care to those undertaking activities on its behalf, it also expects that they will demonstrate personal responsibility for their own health and safety by undertaking appropriate risk assessments of the activities they are undertaking and raising any concerns with their line manager or other appropriate person.