

1. Purpose

- 1.1 The purpose of this policy is to set out the principles to be followed to ensure the safety of lone workers across More Training.

2. Scope

- 2.1 This policy applies to all staff, learners, contractors and third-party agents involved with More Training.

3. Policy Statement

- 3.1 This policy is intended as guidance for Tutors, Assessors, Internal Quality Assurers (IQAs) and others whose work requires them to visit other sites.

- 3.2 Its purpose is to help to:

- Create an awareness of the responsibility of looking after your own health and safety and safeguarding the health and safety of others, wherever possible.
- Identify the risks and put measures in place to avoid and control those risks.
- Identify foreseeable events, wherever possible.

The content of this document reflects basic common sense but will act as an aide memoir.

4. Definition of a Lone Worker

- 4.1 The Health & Safety Executive's (HSE) definition of a lone worker is 'Lone Workers are those who work by themselves without close or direct supervision.'

5. Preparation and Planning for visiting out of office sites

- 5.1 Travel in daylight hours whenever possible. Leave plenty of time for your journey, rushing can lead to us make errors of judgement.
- 5.2 If you have a mobile, ensure it is fully charged, provides a good signal and that you have emergency numbers pre-programmed.

- 5.3 Let someone know your destination, your expected time of arrival and approximate time of return.
- 5.4 Let someone know if your plans change through the day.
- 5.5 You may decide that a personal alarm would be beneficial and consider appropriate dress so that you can 'blend' into the area.
- 5.6 Research the location of your destination. More Training will be able to provide background information if this is a new venue for training/assessment/verification activities.

6. Travelling to the venue by car

- 6.1 Plan your journey before you start.
- 6.2 Do not drive too long without a break.
- 6.3 Communicate with the site beforehand to arrange a car-parking space, if available.
- 6.4 Keep your car well maintained and correctly insured (including "business use" if a personal car is used in connection with More Training's business activities).
- 6.5 Take out breakdown cover and that there is sufficient fuel for your entire journey.
- 6.6 If you are lost and need to ask for directions, keep the car doors locked and only open the window enough to be able to ask the way.
- 6.7 Where it is necessary to park your car a distance from the site, you leave it in a well-lit area. If in a Multi-storey car park, endeavour to leave the car facing outwards, away from pillars and as near to the exit ramp as possible.
- 6.8 Do not leave items visible in your car e.g. coat, lap-tops, bags or anything that may be interesting to a potential thief.

Practical advice regarding what to do in the case of a breakdown can be found on:
www.theaa.com/motoring_advice

7. Walking to the venue

- 7.1 Keep to well-lit areas.
- 7.2 Do not take short cuts.
- 7.3 Always walk facing oncoming traffic.
- 7.4 Do not use an MP3 player, IPOD or anything that means your attention is distracted and you cannot hear what is happening around you.
- 7.5 Do not use your mobile telephone.

8. Arrival at the venue

- 8.1 Ensure where possible that someone meets you on arrival who knows the purpose of your visit.
- 8.2 Complete any 'visitor' records you are required to. (On arrival and on leaving.
- 8.3 Trust your instincts, if the situation makes you feel uneasy, make an excuse and leave. You could always say that you have to telephone the office and then say that something has happened and that you have to leave.
- 8.4 When attending a meeting that you consider may become hostile, where possible, discuss this with your office in advance: let them know when you arrive and when you leave the meeting. During the meeting, take a seat nearest the door. If the hostility is building and you are becoming uncomfortable, make an excuse as above and leave.
- 8.5 When meeting with aggression keep calm to diffuse the situation. In extremely hostile situations leave immediately – as soon as you are away from the venue, call the office to advise them of the situation.

9. Completing the visit

- 9.1 Whenever possible, let someone know that you are leaving to begin your journey.
- 9.2 Be aware of your surroundings when walking to your car and have your keys in hand as you approach the car.

9.3 Check the interior before you get in.

10. Out of Hours Working

The above guidelines operate for any visits needing to take place out of hours. Extra care needs to be taken if working 'nights'. When working late at More Training office:

10.1 Ensure Reception know what time you plan to work until.

10.2 Ensure blinds are closed if working alone and it is dark outside.

10.3 Keep office door locked.

10.4 Leave before caretaker activates the building alarm system.

10.5 Be aware of your surroundings when leaving and returning to your car.

11. Finally

11.1 Report back any situations that made you feel uncomfortable to More Training office. This will forewarn anyone else who may encounter the same situation.
Above all, keep safe.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.