



RTC Lone Working Policy

Policy Statement:

Reign Theatre Company is committed to ensuring the safety, health, and well-being of all staff, students, and visitors. This Lone Working Policy aims to protect staff working alone or outside normal hours and to ensure that they are not exposed to unnecessary risks during these times.

Scope:

This policy applies to all employees, contractors, and volunteers who may be required to work alone or in isolation at Reign Theatre Company or in locations related to school activities, including evening classes, rehearsals, and events.

Definitions:

- Lone Worker: A person who works alone and is isolated from others, either in the workplace or off-site.

- Lone Working: Any work activity where an individual is working alone without immediate access to others for support or assistance.

Risk Assessment:

Before engaging in lone working, a risk assessment will be carried out to identify potential hazards specific to the activities being undertaken and the environment where the work takes place. This will include the risk of injury, fire hazards, safeguarding concerns, and the ability to respond to emergencies. Measures will be taken to minimize and manage these risks.

Training and Awareness:

- All staff who may be required to work alone will receive appropriate training, which includes emergency procedures, safeguarding protocols, and the use of communication devices.

- Staff will be made aware of the risks involved in lone working and the necessary precautions to take.

Safe Working Procedures:

- Communication: Staff working alone will have access to a mobile phone or other communication device to stay in contact with colleagues, supervisors, or emergency services if necessary.
- Check-in System: A “check-in” system will be in place where employees working alone must inform a designated person at the start and end of their shift or class.
- Location Awareness: Staff must inform Reign Theatre Company or the designated supervisor ‘Katie Austwick’ of their working location, especially for off-site activities.
- Emergency Protocols: Staff should have access to emergency contact numbers and procedures in case of incidents such as injury or sudden illness.
- Supervision of Children: Lone workers should ensure that children are supervised according to council guidelines of a 1-12 adult to child ratio.

Working Hours:

Lone working will generally be restricted to certain hours, and staff will be discouraged from working alone during late hours unless absolutely necessary.

Health and Safety:

- Staff working alone must be fit to perform their duties and should notify Reign Theatre Company of any medical conditions that may impact their ability to work safely.
- The work environment must be safe, well-lit, and accessible, with clear emergency exits and first aid kits.

Reporting Incidents:

All incidents or near-misses related to lone working must be reported to the designated supervisor, and a full investigation will be carried out. Reports will be reviewed to identify any trends or areas for improvement.

Policy Review:

This policy will be reviewed annually or whenever there are changes in legislation, school practices, or other relevant factors. Feedback from staff will be taken into consideration when reviewing and updating the policy.

Signed: Principal Katie Austwick 01/02/2025

