

Working Offsite Policy

Version 1 01/09/2021
Next Review 1/09/2022



ELA TRAINING SERVICES

Working Offsite Policy (Including Staff Working Alone)



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This policy provides guidance on procedures that should be in place at ELA Training Services, to enable employee to undertake working off-site particularly when working alone.

This policy provides guidance for all staff who work outside the business in other settings, particularly staff who work alone. There are some very specific requirements for our health and social care and early years teams to observe.

1. Directors and Line Managers:

Divisional directors and service line managers are responsible for ensuring that:

- Adequate safety management arrangements are in place within their area of control; this includes off-site activities ensuring that due regard has been paid to health and safety considerations.
- The appointed off-site worker is competent to run programmes and that there is clarity of roles and responsibilities for each assignment.

2. Covid 19 – Health and Social Care Settings:

It is important that all employees who enter care settings be aware of Government legislation and guidance contained in “Making vaccination a condition of deployment in care homes: government response.” Updated 19 July 2021, the link is copied below:
<https://www.gov.uk/government/consultations/making-vaccination-a-condition-of-deployment-in-older-adult-care-homes/outcome/making-vaccination-a-condition-of-deployment-in-care-homes-government-response>

The 3 key Government changes required for health and social care settings are highlighted below:

Change 1

“We are extending the scope of the policy to all CQC-registered care homes, in England, which provide accommodation for persons who require nursing or personal care, not just those care homes which have at least one person over the age of 65 living in their home.”

Change 2

“We are extending the requirement to be vaccinated to include all persons who enter a care home, regardless of their role (excluding those that have medical exemptions;



residents of that care home; friends and family of residents who are visiting; those entering to assist with an emergency or carrying out urgent maintenance work ; and those under the age of 18). The requirement will apply to any professionals visiting a care home, such as healthcare workers, tradespeople, hairdressers, and beauticians, and CQC inspectors. The requirement will not apply to people who only work in the outdoor surrounding grounds of care home premises.”

Change 3

“The initial proposals set out that individuals will be exempt from the requirement if they have an allergy or condition that the Green Book lists (COVID-19: the green book, chapter 14a) as a reason not to administer a vaccine. We will also provide exemptions for those entering to assist with an emergency or carrying out urgent maintenance work; those under the age of 18; and clinical trial participants.”

At ELA, we expect that all employees working in Health and Social Care settings adhere to the requirements set out in Government guidance to ensure that during the teaching/learning process these are fully observed to include the wearing of effective PPE to protect themselves, clients, and learners.

ELA employees visiting care settings will need to be cognisant of the above requirements, and Divisional directors/line managers must provide evidence of Covid19 vaccination certificates/ exemptions, which will be updated in BreatheHR, and reviewed regularly as further government guidance becomes available.

3. Staff working alone:

ELA employees and managers have a duty of care under the Health and Safety at work Act 1974 and the Management of Health and Safety at work Regulations 1999 to document and record risks in the form of a documented risk assessment.

This duty applies to lone workers, and it is necessary for the employer to consider in some depth the hazards presented to such employees, by their work. The steps that need to be taken to reduce the risks identified also need consideration.

The duty to assess and minimise risks to which an employee may be subject during the course of employment, is further strengthened by the provisions of the Management of Health and Safety at Work Regulations.



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Managers are required in all departments to carry out comprehensive Lone working risk assessment's regularly

Managers, when risk assessing, should consider whether the following factors apply to any or all their staff:

- Providing services to patients and relatives
- Working alone
- Working in the community
- Working out of normal working hours
- Working with people who are emotionally unstable
- Working with people under stress
- Working with people under the influence of drink and drugs
- Withholding a service
- Exercising authority
- Handling valuables
- Handling medication
- Travelling during working hours –by car or public transport

4. Safety and Reporting Accidents:

It is the responsibility of all employees working off-site to:

- Acknowledge their own responsibilities for the health and safety of both themselves and others.
- Make sure that they understand and observe any instruction given to them by line managers as it relates to course design and expectations for carrying out their work.
- Any accidents that occur must be reported to the line manager using protocols established in each service area including any statutory reporting that may be required, for example with the Health and Safety Council (HSC).

5. Safety Precautions:

Directors and line managers are responsible for ensuring that:

- All safety precautions are observed for the duration of off-site work. This duty may be passed to other responsible persons, but the overall duty to ensure the safety of the workforce remains with the employee's Divisional Director and line managers, who will ensure that employees are fully briefed on how work must be carried out and keeping safe.



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- That the level of supervision is adequate for any given situation, and to make necessary adjustments to itineraries in the interests of health and safety.
- All instructions issued to participants are comprehensible and appropriate, that control measures identified in risk assessments are implemented in practice and for ensuring that dynamic risk assessments are carried out if necessary.

6. Programme Participants:

It is the responsibility of course/programme participants/members to:

- Acknowledge their own responsibilities for the health and safety of both themselves and others.
- Make sure that they understand and observe any instruction given to them by a course assessor/leader etc.
- Bring any questions or problems to the attention of their line manager/learning institution.
- Advise their line manager/ educational institution of personal circumstances (such as disability or ill health) or restrictions that might affect their ability to participate or put them at increased risk of harm.
- Report any accident or dangerous occurrence as soon as possible in writing to the line manager.

7. Planning work off site:

Line managers should provide employees with a summary of associated activities and expected outcomes which should be clearly established at the planning stage. The effort and detail required in planning off-site work should be commensurate with the risks identified. The following should be identified at the planning stage:

- All permissions required in advance.
- All known third party providers and their proposed role.

8. Risk Assessments and the 5 Steps:

Risk assessments will need to be carried out to identify any health and safety risks where appropriate so that reasonable steps to mitigate any risks are identified and actioned.

Divisional Directors and line managers will need to ensure that risk assessments are undertaken where appropriate, and that a safe system of work has been established for all employees.



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The following outlines the five steps to complete an off-site work risk assessment. Please note that the list below is not exhaustive. The Risk Assessment form is attached in Appendix A

Step 1- Identify the hazards to which the participants may be exposed

Consider hazards associated with the following:

- Travelling to the destination
- Travelling around in the vicinity of off-site location
- The specific activity undertaken (specific threats of violence arising from the nature of off-site work (contentious topics or with volatile individuals) should also be captured, and controls detailed in the risk assessment process.
- Threats to personal security from terrorism, crime, or aggression from members of the public/clients
- Equipment (manual handling, defects, failures)
- Unsafe accommodation (e.g., fire, carbon monoxide poisoning, electrical safety,
- Inadequate or lack of competent supervision
- Lone working
- Lack of fitness or competence of participants.

Step 2 - Identify all persons who may be at risk

- The provision of suitable training of employees
- Effective communication strategies,
- Information available on local health care facilities,
- First aid equipment and personnel availability,

Step 3 – Assess whether current controls are adequate

- Effective communication strategies,
- Emergency and contingency plans in place and communicated to all participants,
- An effective means of summoning help in an emergency,
- First aid equipment and personnel availability,
- Use of competent third-party service providers,
- Nominated home contact and local contact availability



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Step 4 – Record the findings

Record your risk assessment findings for any significant risks identified. Where necessary, contingency plans should be built into risk assessment documentation before off-site work begins and should relate directly to the threat analysis/ risks identified.

Step 5 – Monitor and review the risk assessment

The risk assessment (and contingency plan, where appropriate) should be reviewed and revised as necessary throughout working off-site to ensure that it is always up to date and relevant to changing circumstances.

The content of completed risk assessments should be reviewed to allow consistency to be monitored and to check adherence.

9. Emergency contact:

Divisional directors and Line managers will need to ensure that risk assessments are undertaken where appropriate and that a safe system of work has been established for all employees.

Divisional Directors and line managers are responsible for ensuring that emergency contact procedures are established when employees are working away from the business and that everyone is clear about the protocols around these arrangements.

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