

# **LONE WORKING POLICY**

## **1.0 Introduction**

1.1 The purpose of this Policy is to explain the duties of this Council regarding the health, safety and welfare of those who work alone or without close supervision on a regular or ad hoc basis.

1.2 Under the provisions of the Health & Safety at Work etc Act 1974 (HASAWA), this Council has a duty to protect the health, safety and welfare of its employees irrespective of whether they work alone or without close supervision. The Council also has a duty to assess the risks to those employees under the Management of Health and Safety at Work Regulations 1992 (MHSWR).

1.3 This Council acknowledges that there may be implications for its employees when working alone. Suitable risk assessments shall be carried out to identify the risks to lone workers and safe working arrangements shall be introduced to minimise the risks as far as is reasonably practicable. This policy should therefore be read in conjunction with any risk assessments that have been prepared in respect of Lone Working

1.4 Members of staff who may have to work alone shall be provided with information and training as appropriate in order to minimise any risks associated with lone working.

1.5 The main hazards of lone working are often categorised as being violence at work, injuries when working alone and staff working in unsafe ways. These examples are by no means exhaustive and all local potential risks shall be considered.

1.6 For the avoidance of doubt, a lone worker is someone who permanently or temporarily works alone without close or direct supervision.

## **2.0 Assessment of risk**

2.1 A risk assessment must identify the hazards, assess the risks involved and put in place the appropriate control measures to avoid or control any risks arising out of lone working.

2.2 This Council must identify situations where members of staff work alone or without close supervision. Once the risk assessment has been completed there may be a need to consider:

- changes to working arrangements
- additional information, instruction and/or training
- increased supervision
- additional/new equipment
- implementation of safe systems of work

## **3.0 Responsibilities of lone working or working in isolation**

3.1 All members of staff are responsible for taking reasonable care of themselves, and other people affected by their work, and must follow all health and safety guidelines laid down by this Council. They should use equipment appropriately, report any defects and unsafe conditions, and report accidents and incidents or matters of concern. If they lift heavy loads, they should follow the prescribed lifting procedures set by this Council and should have manual handling training if necessary.

## **4.0 Equipment**

4.1 Arising out of any risk assessments conducted, equipment may be identified for staff working alone, e.g. a computer, printer, use of a mobile phone; the installation of a “panic button”; or the provision of a portable audible alarm.

4.2 Any such equipment shall remain the property of this Council.

4.3 Staff must report equipment defects promptly and this Council shall take immediate steps to rectify any faults.

4.4 All electrical equipment must be tested annually by a competent person. Some portable equipment which is subject to vigorous conditions, and use, may need more frequent testing. This Council shall arrange for the equipment to be tested as required by law or by policy.

4.5 Members of staff shall not use personal electrical or electronic equipment to carry out Council work.

## **5.0 Training**

5.1 During the annual staff appraisal, relevant courses and other training in respect of lone working shall be discussed and arrangements made for engagement in such training if agreed as being necessary.

## **6.0 Accidents and incidents**

6.1 All accidents and incidents shall be reported and recorded in the record set aside for that specific purpose. Serious incidents will be reported to the appropriate body as required by legislation.

## **7.0 Review**

7.1 This policy will be reviewed annually or following any accident or incident arising out of lone working.