

Lone Working Policy

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Custodian title	Initial version: Halton H&S Review: Business & Finance Committee, The Heath Family (NW) MAT		

1 Introduction

- 1.1 Lone Workers are more at risk than staff working in groups. The hazards involved are multiple and will differ depending upon e.g. the activities involved, the location of work, the history of the working environment, the health of the individual concerned, and the level of competence of the individual.

2 Scope

- 2.1 The definition of a Lone Worker is 'an employee who performs an activity that is intended to be carried out in isolation from other workers, without close or direct supervision'. This may include:
- 2.1.1 An employee who works in an otherwise unoccupied building.
 - 2.1.2 An employee who works in an isolated part of a building including locking up or responding to an out of hours emergency/alarm.
 - 2.1.3 An employee who works alone and deals with the pupils' families' e.g. learning mentor, home visitor.
 - 2.1.4 An employee who works alone out of doors e.g. caretaker, site manager.

3 Responsibilities

Head teachers/Principals:

- 3.1 Head teachers must ensure that lone working risk assessments are carried out. Records of the risk assessments must be kept and any actions identified should be shared with the relevant employees. The measures need to be monitored to make sure that they are effective.

Employees:

- 3.2 Employees have a responsibility for their own health and safety and that of their colleagues. As such they should understand and utilise procedures designed to protect them e.g. lone working monitoring, no working at heights, etc.

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4 Risk Assessment

Hazards & Risk Factors

- 4.1 In order to ascertain whether or not the level of risk is acceptable for your staff you need to be asking e.g.:-
 - 4.1.1 How often does lone working occur?
 - 4.1.2 What is the likelihood of harm to that person? e.g. might they come into contact with chemicals? Are they expected to work at height in an unoccupied building? Does the job require the use of dangerous machinery e.g. a chainsaw?
 - 4.1.3 Is the local area noted for muggings etc?
 - 4.1.4 Is the individual more at risk from a health perspective because for example they suffer from asthma, blackouts or have a previous medical history which may make them more vulnerable than others?
 - 4.1.5 Is there access to a land line phone?
 - 4.1.6 Has the employee received appropriate instruction and training in relation to health & safety aspects of their job?
- 4.2 Obviously, there are a multitude of different variations and a common sense approach is all that is required.

Control Measures

- 4.3 Depending upon the level of risk identified, control measures should be introduced to increase the level of protection. Examples include: -
 - 4.3.1 Avoiding lone worker situations.
 - 4.3.2 Using a booking out system at the base to ensure that staff knows the whereabouts of colleagues.
 - 4.3.3 The provision of a mobile phone / panic alarms for emergency situations.
 - 4.3.4 Lone Working Monitoring Systems
- 4.4 A written record of how the level of risk was arrived at is required plus the control measures which are to be implemented.

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- 4.5 Staff should be involved in the assessment process. The results should be shared with all staff concerned and instructions given in the use of any safeguards. Records of this instruction must be kept.

5 Review and Evaluation

- 5.1 In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Risk and Emergency Planning and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:
 - 5.1.1 Changes to legislation;
 - 5.1.2 Employee concern.
- 5.2 Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.