



## **Title: Lone Working Policy**

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## **1. Who are Lone Workers?**

A person is lone working when that person works in an environment where there are no other workers present who would be available to respond effectively and efficiently to unusual occurrences or emergencies.

The below employees/visitors have been identified as lone workers; their roles may include day-to-day activities which require them to work alone:

- Site staff
- Teaching and support staff working in quiet areas of the school.
- Cleaners
- Contractors

## **2. Can People Legally Work Alone and is it Safe?**

People can work alone; however, it is essential that hazards are identified, and risk assessed to ensure suitable mitigations are put in place. Risk assessments will help you decide on the right level of supervision/arrangements for lone working.

Managers are responsible for checking suitable lone working risk assessments are completed. When or if a risk assessment deems that lone working is unsafe, appropriate arrangements for providing help or back-up should be put in place.

Any activities which are high to medium risk i.e. working in a confined space, certain working at height activities or with live electricity conductors, will require a minimum of two people working on said activity.

If an employee has an existing medical condition, their manager should seek medical advice for lone working. Routine work and foreseeable emergencies which may put additional physical and mental burdens on individuals should be taken into consideration

## **3. Safe Working Alone**

A lone worker should not be at a higher risk than other employees. Precautions should take account of normal work and foreseeable emergencies i.e. fire, equipment failures, illnesses and accidents.

Managers should consider the below when identifying solutions for lone working:

- Does the workplace present a risk to lone workers i.e. operating equipment, lifting objects or tending to the animals at the farm.
- Is there a safe way in and out for one person?
- Can the plant, substance or goods involved in the work be handled by one person safely?

- Is there a risk of violence or an intruder?
- Is there a risk that any animals being looked after, could cause harm?
- What communication methods are available in an emergency?
- Is the person medically fit and suitable to work alone?
- What information will be helpful to the lone worker?
- What security systems are in place and are there any warning devices?
- Who will respond in an emergency?
- If a lone workers first language isn't English, you should ensure there are suitable arrangements in place to provide clear communication in emergencies.

Employees have a responsibility to take reasonable care of themselves when lone working.

Prior to working alone, you should receive training, monitoring and support. All training should be relevant to the work activity and understanding the risks and precautions of the activity should be included.

Staff identified as Lone workers should complete the Lone Working e-training module on Handsam.

#### **4. Responsibilities Regarding Lone Workers**

You should:

- Assess the risks to lone workers and take steps to control the risks.
- Consult employees on the safety issues.
- Provide suitable training for those working alone and those supervising them.
- Provide suitable protective clothing and equipment to enable lone workers to work safely.
- Ensure that those persons likely to work alone (including contractors) know their responsibility for their own safety and know what the school's safety plan is.
- Ensure there is an effective supervision system known to all those likely to work alone.
- Keep the safety plan under review.

#### **5. Information**

This policy is required under the Health and Safety at Work 1974. Employees are reminded they have duties under the Act and associated Regulations and Approved Code of Practice.

Along with the Health and Safety at Work Act, it is advised you understand the Management of Health and Safety at Work Regulations.

HSE publication <http://www.hse.gov.uk/pubns/indg73.pdf>

Managing Risks <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

## **6. SAT Forms:**

HSF0020 Manual Handling – Lifting and Carrying Assessment Form

HSF0021 Manual Handling – Pushing and Pulling

HSF0022 Young Persons Risk Assessment

HSF0023 Risk Assessment Form Guide

HSF0024 Risk Assessment Template

HSF0031 Security Risk Assessment

Any questions concerning this policy please contact,

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