

Lone Worker Policy 2023

1. Purpose

1.1 The purpose of this Lone Work Policy is to establish guidelines, responsibilities and procedures to ensure the safety and wellbeing of employees, specifically when working alone in the office premises located within the Memorial Hall. This policy is designed to address the unique circumstances of working alone in a shared building, taking into account the absence of a fire alarm system.

2. Legislation

2.1 The Management of Health and Safety at Work Regulations 1999 (Regulations 3, 4 & 5) require employers to take measures to ensure the general health and safety of its workforce. These measures should be based on the outcome of a specific risk assessment of the circumstances of the work.

3. Definition & Scope

3.1 A person is alone at work when they are on their own; when they cannot be seen or heard by another person; and when they cannot expect a visit from another worker or member of the public for some time.

3.2 This policy applies to all employees of Slyne with Hest Parish Council when they are required to work alone in the office located within the Memorial Hall or when working remotely from home.

4. Responsibilities

4.1 While it is not always hazardous to work alone, it can be when other circumstances are present. Whether a situation is a high or low risk will depend on the location, type of work, interaction with the public, or the consequences of an emergency, accident, injury, etc.

4.2 Employees have a responsibility for the health, safety and welfare at work of their employees and the health and safety of those affected by the work, eg: visitors, such as contractors and the self-employed people who employers engage. Those responsibilities cannot be transferred to people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary.

Management Responsibilities Management is responsible for:

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| <ul style="list-style-type: none">• Conducting a risk assessment of the office premises and remote working conditions to identify potential hazards.• Providing necessary safety equipment and resources, such as a first-aid kit and a list of emergency contacts.• Ensuring regular check-ins with employees working alone.• Ensuring that employees receive adequate training on safety procedures and emergency response protocols.• Reviewing and updating this policy as needed to address changing circumstances or regulations. |
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4.3 Employees have responsibilities to take reasonable care of themselves and other people affected by their work and co-operate with their employers in meeting their legal obligations.

Employee Responsibilities Employees are responsible for:

- Complying with this Lone Work Policy and all relevant health and safety regulations.
- Informing a designated contact (e.g., a trusted friend, family member, or colleague) of their location and expected working hours.
- Keeping their mobile phone fully charged and readily accessible at all times.
- Conducting regular safety checks of their work environment, including inspecting emergency exits, fire extinguishers, and first-aid kits.
- Reporting any safety concerns or incidents to management immediately.

5. Risk Assessment

5.1 Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations still apply.

5.2 These require identifying hazards of the work, assessing the risk involved and putting measures in place to avoid or control the risks.

5.3 This will help to ensure that all relevant hazards have been identified and appropriate controls chosen; consultation with employees on health and safety matters is a legal duty anyway.

5.4 Lone workers face particular problems. Some of the issues, which need special attention when planning safe working arrangements, are as follows:

- Can one person adequately control the risks of the job?
- Is the person medically fit and suitable to work alone?
- What training is required to ensure competency in safety matters?
- How will the person be supervised?
- What happens if a person becomes ill, has an accident or there is an emergency?

5.5 A risk assessment will be conducted to identify and mitigate potential hazards associated with working alone in the office and remote work environments. This assessment will include considerations for fire safety, security, and other relevant factors.

6. Medical Emergencies

6.1 In case of a medical emergency, employees should:

- Call emergency services (dial 999) if required.
- Administer basic first aid if trained to do so.

7. Communication

7.1 Employees must maintain regular communication with their designated contact and colleagues when working alone. This can be achieved through phone calls, text messages, or other agreed-upon methods.

8. Managers Duties

8.1 Your manager will arrange for the 'appropriate risk assessment' to be carried out.

8.2 Risk assessment will require regularly monitoring and review to take into account possible risks that may occur at different stages of your work.

8.3 This Lone Work Policy will be reviewed annually or as needed to ensure its effectiveness. Employees will receive appropriate training and updates regarding safety procedures and protocols.

Health & Safety General Risk Assessment Form

Location:	Date:					
Business Area/ALB:						
Risk Assessor:	Manager:					
DISCRIPTION OF TASK / PROCESS / ACTIVITY						
ID Number	HAZARDS IDENTIFIED (add lines if required)	WHO MAY BE HARMED (Persons / Groups)	CURRENT CONTROL MEASURES (Give serial numbers of related Safe System of Work etc. where relevant)	Severity	Probability	Current Risk rating
1						
2						
3						
4						
5						

RISK ASSESSMENT ACTION PLAN – Prioritise Further Controls Using the Guide Below (Severity x Likelihood = Rating)								
Black 16+	Immediate action is required to lower the level of risk.							
Red 12-15	Urgent action is required to lower the level of risk.							
Amber 5-10	Review the activities with the aim of reducing the risk to the next level within planned time scale.							
Green 1-4	Monitor to make sure that risk does not increase.							
ID Number	HAZARDS IDENTIFIED ABOVE	Current Risk Rating	FURTHER CONTROL MEASURES REQUIRED (Give serial numbers of related Safe System of Work etc. where relevant)	Task Owner	Target Date for Completion or mark 'Completed'	Revised Severity	Revised Probability	Revised Risk rating

NOTES:

RISK ASSESSOR:	SIGNATURE:	DATE:
APPROVED BY:	SIGNATURE:	DATE:
		REVIEW DATE: