



# APL Lone Working Policy for Hortus Pink

Last update: February 2024

Next update: February 2025

## Purpose

The purpose of this policy is to provide support and guidance for employees and managers on the processes involved in any Lone Working arrangements. This policy will facilitate employers and employees' understanding of their duty and obligation with regards to Lone Working.

This policy applies to everybody who is employed (including self-employed sub-contractors) by Hortus Pink.

## Key principles:

Hortus Pink seek to support any employees' whose working arrangements will see them working in a 'Lone Worker' situation.

It will help to identify what is meant by the term 'Lone Worker' and what activity this would involve. This policy recognises the hazards that may be encountered as part of Lone Working and looks at what the legal responsibilities of Lone Working are :-

Legal considerations There are no absolute restrictions on working alone, it would depend on the findings of a risk assessment, the two main pieces of legislation that will apply: Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Act 1999.

## SUPPORTING PRINCIPLES

### Lone Working Policy

#### Employees' roles and responsibilities

- Employees should take reasonable care for their own health and safety and that of other persons. They should be aware of any other policies in relation to health and safety at work and participate in any training that is identified.
- Employees should immediately report incidents of violence, harassment, or intimidation to the organisation and or the police if necessary. They should also report all incidents, difficulties or risks raised from lone working however minor to the organisation, failure to report an incident may put others at risk
- Undertake or participate in risk assessment prior to visiting new client's homes or bases away from your usual place of work.
- Always comply with signing in/out arrangements at any site as required.
- Conceal equipment and valuables

#### Organisational roles and responsibilities

- Hortus Pink is responsible for the provision of a safe working environment for its employees, and acknowledges that it has an obligation to strive to eliminate the danger posed by lone working.
  - To identify through a risk assessment approach, members of staff that fall within the definition of lone workers and those that work in isolated situations.
  - The person carrying out the task forms part of the risk assessment to ensure their suitability for what is expected of them.



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- Risk assessment forms, instructions and training on conducting risk assessments are provided.
- Written policies, procedures and risk assessments are available at all times, regularly monitored, reviewed and updated.
- Ensure enough information has been given to enable their workers to recognise the hazards and appreciate the risks of working alone.
- All members of staff have suitable and sufficient training in the Health and Safety requirements of working alone or in isolated situations and are aware of their personal responsibilities and their duty of care to others.
- All members of staff are provided with the necessary equipment which is regularly maintained, this could include a means of communication.
- Any incidents are appropriately recorded and investigated.

### THE POLICY

#### Lone Working Policy

Definition of a Lone Worker working alone could be identified as any situation where a worker is engaged in a solo activity out of others sight and hearing range. This definition can be applied to everyone at some point in their workplace, this is why it is important to distinguish between what may be a chance occurrence of finding yourself on your own and work which is specifically intended to be carried out in isolation and may last for some time.

#### **Types of Lone Worker Lone working can take place when people:**

- Work as individuals at a fixed site but are separated from others.
- Work in a remote location.
- Work alone away from base e.g. attending a meeting off site.
- Work outside normal working hours e.g. attending an evening meeting or a weekend event.
- Travel alone as part of their work.

#### **Hazards which lone workers can encounter may include:**

- Travelling/Driving alone.
- Lack of peer support.
- Manual handling and use of machinery.
- Poor or lack of communication.
- Potential violence from clients or members of the public.
- Visiting high risk locations.
- Working alone in buildings.
  - Security or Fire.
- Potential risk of allegations against staff.



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### Employees Responsibilities

Employees who are recognised as lone workers must:

- Co-operate with the employer by following any rules and procedures designed to protect their safety as a lone worker.
- Attend any personal training programmes as directed by the employer.
- Provide information on their whereabouts during working hours to the employer.
- Report all incidents relating to lone working.
- Never undertake any tasks that require more than one person eg working at height, or use machinery that you have not had the appropriate training to use.

### Employers Responsibilities

- Assess working practices and establish if lone working can be avoided.
- Manage risk effectively with regular Risk Assessment updates and tool box talks.
- Establish procedures of regular contact with lone workers.
- Consider the environment that task is taking place and establish if any changes can be made.

Signed:

A handwritten signature in black ink, appearing to read 'Zoe Pink', written over a dotted line.

Name: ZOE PINK