



**Together  
Training**

# **Lone Working Policy**

# LONE WORKING

## INTRODUCTION

Together Training has an obligation under the Health and Safety at Work Act 1974, to ensure the Health, Safety and Welfare of their employees which includes lone workers. The Management of Health and Safety at Work Regulations (MHSWR) 1999 places a duty on employers to identify significant risks within the organisation and implement suitable risk control to reduce those risks, so far as is reasonably practicable, and whilst there is no specific legislation on lone working, Together Training is committed to supporting staff and managers in establishing and maintaining safe working practices. It further supports colleagues to assess and reduce risk during lone working and prioritises individual safety over property.

The Corporation and its employees will work together to promote safe lone working practices and ensure that individuals are aware of their different responsibilities under current legislation.

### 1. DEFINITIONS

1.1 The Health and safety Executive (HSE) define a lone worker as being anyone who works in isolation from their colleagues without close or direct supervision

1.1.1 A lone worker, for the purpose of this policy, is defined as a member of staff who for significant periods of their working time, whether on or off site, are engaged in activities which places them in a situation without direct access to other staff or without direct supervision, during an activity that places that person at significant risk of exposure to a hazard or number of hazards:

- **Lone Working On Site** - A member of staff working out of core college hours alone in a classroom, workroom or other internal location or during core hours in isolation
- **Lone Working Off Site** - Staff visiting off site locations such as commercial premises, other campuses and educational establishments

### 2. PURPOSE

2.1.1 The purpose of this policy is to ensure so far as is reasonably practicable, that adequate systems are in place to ensure the health, safety and welfare for employees who work alone, on and off site, are not exposed to risks to their health and safety, and outline steps to reduce and improve personal safety.

2.1.2 This Policy has been developed as part of the Together Training's ongoing commitment to ensure the health and safety of its employees and those persons affected by its work activities

2.1.3 This document will outline responsibilities and how the risks from Lone Working will be managed and the responsibilities of each individual or group are outlined further below

### **3. AIMS**

3.1 This policy aims to ensure:

- Staff are alerted to the risks presented by lone working and to describe procedures which will minimise such risks
- The lone worker has full knowledge of the hazards and risks to which he / she is being exposed
- Procedures are in place for safeguarding lone workers
- The whereabouts of the lone worker is known, what he / she is doing and when they are due back
- The agreed emergency response will be instigated in the event of not being able to raise the lone worker
- Appropriate lone working training is identified and carried out

### **4. OBJECTIVES**

4.1 The objectives of this policy are to ensure:

- Lone workers are identified.
- That risks inherent in lone worker situations are assessed and suitable precautionary measures taken
- There is a local safe system of work which:
  - supports any member of staff that fall within the definition of lone working
  - records the whereabouts of lone workers
  - tracks the movement of lone workers
  - identifies when lone working is no longer appropriate

### **5. SCOPE**

5.1 This policy applies to all employees of Together Training who for significant periods of their working time, are engaged in activities which places them in a situation without direct access to other staff or without direct supervision, during an activity that places that person at significant risk of exposure to a hazard or number of hazards.

#### **5.1.1 It is applicable to:**

- All lone workers, as defined, whether in a static or mobile environment.
- Line Managers of lone workers.
- Staff who are not routinely defined as lone workers but on occasion are required to work alone as per the definition.
- Those staff who are responsible for providing information which may affect the safety of lone workers.

### **6. RESPONSIBILITIES**

The organisational structure for the implementation and management of the Together Training's statutory health and safety duties have been identified in the Health and Safety Policy.

General duties for lone working remain the same, but additional or specific duties relating to this policy are detailed below.

## **6.1 Together Training Leadership Group (Directors)**

6.1.1 It is the responsibility of the Together Training Leadership Group (CLG) to:

- Take all reasonable precautions to ensure the safety of lone workers as they would in any other circumstance
- Establish and implement the lone working policy
- Ensure the management of Lone Working within the Organisation is adhered to under the Health and Safety Policy
- Monitor feedback from Line Managers on lone worker risk and seeking to improve processes
- Monitor and update this policy as appropriate

### **6.2.1 Line Managers**

6.2.2 It is the responsibility of Line Managers to:

- Identify all staff likely to work regularly in isolation from their colleagues on and off-site
- Assess the lone working risks in conjunction with the lone worker by using the form attached at annex A and with due consideration to:
  - The environment – location, access, security
  - The nature of work required by the employer
- Decide whether lone working is reasonable or not in these situations after assessing the risk
- Ensure the arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is unambiguous
- Maintain a log of the locations of staff considered to be lone workers
- Maintain contact with staff that work alone, both internally and externally
- Implement systems, including an emergency response, to identify those staff who do not report or return at the expected time
- Ensure systems are in place to take action to contact / locate staff that have failed to make contact or return at the expected time
- Inform the Manager-on-call if staff cannot be contacted / located after the expected time of contact or return
- Ensure that suitable precautions are in place, such as:
  - That mobile telephones for off site lone working are available
  - Radios / classroom telephones for on-site lone working are available
  - Personal alarms are available
  - Access to lone working staff diaries is made available
- Ensure a robust reporting -in procedures after completion of lone working task is in place
- Ensure relevant staff are aware of this policy

## **6.3**

### **Director**

6.3.1 It is the responsibility of the Director to:

- Work with Line Managers to identify all staff likely to work regularly in isolation from their colleagues on and off-site
- Conduct reasonable enquiries to ensure that employees are medically fit to work alone
- Provide awareness training on lone working
- Ensure an equality impact assessment is carried out on this policy

## **6.4 Estates Manager**

6.4.1 It is the responsibility of the Estates Manager to:

- Ensure that appropriate steps are taken to control access to buildings and that emergency exits are accessible and maintained
- Ensure internal and external lighting systems are maintained, including emergency lighting
- Ensure the College fire strategy is fit for purpose and reviewed on a periodic basis

## **6.5**

### **Safety, Health and Environment Manager**

6.5.1 It is the responsibility of the Safety, Health and Environment Manager to:

- Ensure appropriate equipment is identified for lone working staff for example, college mobile phones, personal panic alarms, high visibility, vests, first aid kit,
- Assist with lone working risk assessments when required
- Ensure off site travelling procedures are in place
- Report and investigate accidents and incidents where necessary including to the HSE
- Periodic auditing of the lone working arrangements to ensure these remain fit for purpose

## **6.6 Employees**

6.6.1 It is the responsibility of employees to:

- Take all reasonable precautions to ensure their own safety as they would in any other circumstance and not expose themselves to unnecessary risk or put others at risk through their acts or omissions
- Cooperate and be involved in the risk assessment process as appropriate
- Identify and notify their Line Manager of any activity carried out by them which will involve working alone for more than one hour
- Contact reception if lone working out of hours on college premises to ensure they are aware of your whereabouts
- Be aware of personal safety at all times with a particular awareness of the lone working environment
- Carry and maintain items given for personal safety for example, mobile phone, personal alarm, high visibility vest, first aid kit
- Familiarise themselves with the evacuation procedures internally and of external organisations that they may visit
- Advise external organisations of any general or access requirements that they may have; this will include provision of, if applicable, a personal emergency evacuation plan (PEEP)
- Comply with any precautionary measures such as keeping diaries up to date, sharing diaries with Line Managers and contacting Line Manager / delegate at the end of lone working
- Notify Line Manager or delegate of any changes to their off-site schedule for instance the cancellation of a visit or change of venue
- Ensure any applicable meeting is conducted in the place of work or the College; where the place of work is a residence, meetings should be held in the College or a public neutral location
- Report to their Line Manager any concerns for unsafe or potentially unsafe situations, and to report any adverse incident immediately to their Line Manager and to complete an incident report form when safe to do so
- Attend any training provided for lone working

## **7. MONITORING AND REVIEW**

7.1 West Herts College is committed to ensuring that all policies and procedures are kept under review to ensure that they remain compliant with all relevant legislation and reflect organisational development

## **8. RELEVANT LEGISLATION**

8.1 There is no specific legislation on lone working and general duties under the following legislation may apply:

8.1.1 General duties under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 will apply and other duties may fall under supplementary legislation such as but not limited to:

- Control of Substances Hazardous to Health 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Electricity at Work Regulations 1989
- Work at Height Regulations 2005

The application of this Policy will be monitored to ensure that there is no discrimination on the grounds of gender, race, disability, age, sexual orientation, religion or any other protected characteristic.

For further information, please visit  
**togethertraining.co.uk**

 01923 812150

 John.McMahon@togethertraining.co.uk