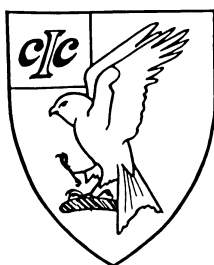


# **LONE WORKING POLICY**

**September 2010**



**Icknield Community College  
Love Lane  
Watlington  
OX49 5RB**

## Approval & Review

Approved by:

Governing Body for the  
academic year 2010/2011

## **Icknield Community College - Lone Working Policy**

### **1. PURPOSE**

- 1.1 The purpose of this policy is to describe the measures that Icknield Community College takes to manage the risk present when staff are required to work alone.

### **2. DEFINITION**

- 2.1 Lone workers are those members of staff whose duties take them out of office and on site where during such time there will be no close, frequent or regular involvement with other colleagues or supervisors.
- 2.2 When defining lone working it is important to take into account the work activity, the workplace and the system of supervision.

### **3. POLICY**

- 3.1 Icknield Community College, will as far as is reasonably practicable, ensure that:
  - 3.1.1 Employees required to work alone are protected from risks to their health, safety and welfare
  - 3.1.2 The risks to the employees' health & safety will be identified by line managers by the Risk Assessment process of that activity before lone working is undertaken
  - 3.1.3 Control methods will be identified from this exercise and all results will be fully discussed with the category of staff
  - 3.1.4 Lone workers must never compromise their safety, or anyone else's, by their personal actions and must stop whatever they are doing and leave what they may be doing if they feel insecure in any way. Such action and concerns must be reported immediately to their line manager.

### **4. LEGAL RESPONSIBILITIES**

- 4.1 Section 2(1) of the Health & Safety at Work Act 1974 places a duty on every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. In addition, the Management of Health & Safety at Work Regulations 1999 places a duty on the employer to consider all reasonably foreseeable hazards and to take the appropriate action to reduce the possible risk of injury to the lowest level that is practicable to achieve.

## **5 WHO IS AT RISK**

- 5.1 All staff who, as part of their contracted duties, are required to work alone and without direct supervision
- 5.2 This policy does not set out to identify all the situations where staff may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the risk of lone working.
- 5.3 Lone working itself is not necessarily a high risk but the activity that is performed may well be

## **6 ASSESSING THE RISK**

- 6.1 Heads of Department are responsible for identifying and assessing the risks of lone working both in terms of the likelihood of causing harm and also the severity of the injury.
- 6.2 The Head of Department will consider if the activity is one that may be safely accomplished by one person or whether the presence of another team member would be advisable
- 6.3 If the risk cannot be eliminated completely the Head of Department will ensure that necessary action is taken to reduce the risk to the lowest level practicably achievable

## **7 SPECIFIC GUIDANCE**

- 7.1 Heads of Department must take account of the following factors when evaluating the risk:
  - the degree of isolation of the member of staff
  - the type of work activity carried out
  - the current system of supervision and support
  - the possibility of contact with members of the public
- 7.2 Any person who may be recruited for a job likely to involve lone working should be sufficiently physically fit and must declare if they have any medical disability that may put them at risk whilst working alone e.g. heart disease, diabetes
- 7.3 A first aid kit should be made accessible at all times in order to render first aid for minor injuries should they be sustained
- 7.4 Lone workers must phone in to a nominated person on site before they finish work for the day if they intend to go directly home
- 7.5 If planning to work out of standard hours this must be agreed ahead with the Site Manager or Caretaker and a special contact number must be provided in case of an emergency

**8 Heads of Departments**

- 8.1 In order to fulfil its statutory responsibilities, Icknield Community College places specific duties on all Heads of Department to ensure that:
  - 8.1.1 A Risk Assessment is undertaken on all activities of all lone workers and that the recommendations are shared with their members of staff
  - 8.1.2 Staff adhere to any safe system of work that may be developed for that purpose
  - 8.1.3 All incidents and / or accidents that are reported are investigated thoroughly

**9 EMPLOYEES DUTIES**

- 9.1 Employees have a duty to:
  - 9.1.1 abide by the safe system of work as identified by risk assessment
  - 9.1.2 follow all information, instruction and training provided by the line manager
  - 9.1.3 maintain all P.P.E issued in good condition and only use it for the purpose for which it was intended
  - 9.1.4 report all incidents and accidents that may occur whilst working alone to their line manager and Site Manager

**10 MONITORING AND REVIEW**

- 10.1.1 All Risk assessments together with approved procedures must be reviewed at regular intervals or immediately whenever information is learnt from an incident or accident

Date adopted by Governors .....

Signed: Head of Establishment .....

Chair Governors .....