

LONGLEY PARK SIXTH FORM COLLEGE

LONE WORKING POLICY

1 Introduction

As an employer Longley Park Sixth Form College has responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 for the health, safety and welfare at work of its employees and the health and safety of those working on its premises. In addition, individual employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employer in meeting their legal obligations.

The College recognises that working alone can introduce or enhance hazards e.g. lack of assistance if needed, first aid cover, emergency situations, violent attack etc.

2 Policy Statement

Longley Park Sixth Form College acknowledges that there may be an increased risk to the health and safety of its employees, students and contractors when working alone. Suitable risk assessments shall be undertaken to identify risks to the lone worker and measures shall be introduced to minimise those risks wherever reasonably practicable.

Staff shall be provided with information, instruction and training as appropriate in order to minimise risk when working remote from colleagues or other persons and/or outside normal working hours.

Managers shall ensure that lone working situations and the associated hazards are identified, the risks involved assessed, and control measures introduced.

3 Guidance

3.1 Risk Assessment

A risk assessment shall be conducted of work activities to be undertaken by a lone worker or outside normal working hours to comply with the requirements of the Management of Health and Safety at Work Regulations 1999. The assessment should cover:

(a) whether the work can be done safely by a single person

(b) what arrangements are required to ensure that the lone worker is at no more risk than employees working together.

3.2 Control Measures

To address the additional risks (if any) identified in relation to a lone working situation appropriate control measures shall be introduced to eliminate or minimise the risks.

Such control measures may include:

- authorisation of staff to work alone/out of hours
- pre-work inspections of work area to ensure provisions for emergencies are in place, i.e. escape routes open, fire fighting and first aid equipment

- logging in/out system with security
- provision of communication equipment
- periodic check-in arrangements or visits by other staff
- information and training.

Clearly the types of control measures will vary depending on the type of work, location, experience of the worker and local conditions. It is likely, however, that written procedures will need to be established to define the safe system of work when personnel work alone or outside normal hours.

Having defined a safe system of work and informed staff and others affected (see [section 3.3](#) below) a further control is a periodic audit to ensure the defined procedure is being followed.

3.3 Information and Training

It is the responsibility of Managers to ensure that all employees and others working within their area of control receive the necessary information, instruction and training for them to work safely.

For lone or out of hours working employees and other workers shall be advised of:

- the risks involved,
- the use of any special equipment (e.g. two way radios, personal alarms)
- emergency procedures,
- the provisions for first aid
- the requirements of the defined system of work.

Further information:

HSE leaflet - Working Alone in Safety (Controlling the risks of solitary work)

The Suzy Lamplugh Trust - provides guidance on personal safety