



## St George's URC Hemel Hempstead

### Lone Working Policy

#### **Policy Statement**

St. George's recognises it has a duty to ensure that risk levels are not increased by working alone. Where risks cannot be controlled to an acceptable level, lone working will not be permitted.

It is our policy to take all reasonable steps to ensure that all persons working or volunteering for, or on behalf of St. George's are not exposed to increased levels of risk by virtue of working alone. This will be achieved, where reasonably practicable, by managing the need to work alone, controlling access to lone working situations and controlling risks arising from genuine need to work alone.

Relevant legislation includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- First Aid at Work Regulations 1981
- Fire Precautions (Workplace) Regulations 1997

#### **Scope of the Policy**

The policy applies to all situations involving lone working arising in connection with the activities of St. George's URC.

The policy generally applies to staff but would include volunteers if they are in a similar situation when carrying out the tasks for which they are volunteering.

#### **Definition of Lone Workers**

Lone workers are those who work by themselves without close or direct supervision i.e.

- Only one person works on the premises
- People work separately from others
- People work outside normal hours
- Mobile workers

#### **Staff Responsibilities**

##### **The responsibilities of Line Managers**

- Ensuring that all staff have access to and are aware of the policy
- Carrying out and regularly reviewing Lone Working risk assessments within each department or service
- Putting safe systems of work into practice which are designed to eliminate or reduce the risks associated with lone working
- Providing appropriate information and training to staff identified as being at risk
- Provide appropriate support to staff involved in any incident.

**All Staff:**

- To be aware of and adhere to this policy
- Lone workers are responsible in conjunction with their line manager for setting up adequate contact arrangements
- To take equal responsibility for their own health and safety, as well as others affected by their actions
- Reporting all incidents that may affect the health and safety of themselves and others in respect of lone working
- Raising any potential risks as soon as is reasonably practicable to their line manager.

**Procedures****Risk Assessments**

Risk assessments for site-based lone workers must include:

- Safe access and exit
- Risk of violence
- Safety of equipment
- Channels of communication in an emergency
- Site security
- Security arrangements i.e. alarm systems/personal alarms
- To test the rigour and any specific health and safety risks posed by safety arrangements agreed by staff and line manager whilst on the premises.
- Level and adequacy of supervision
- The management of contractors on site

**Training**

Training is particularly important where there is limited supervision. Lone workers need to be sufficiently experienced to understand the risks and precautions required and should be competent to deal with unusual or new circumstances. There should be agreed limits as to what may or may not be done whilst working alone and staff should know when to stop and seek advice.

**Emergency Procedures: First Aid/Fire**

Lone workers should be capable of responding correctly to an emergency and procedures should be in place with the worker trained to respond at an appropriate level. They should have access to a first aid kit/facilities and if the risk assessment identifies a need they may require first aid training.

**Incident Reporting**

An incident can be defined as an unplanned or uncontrolled event that has the potential to cause injury, ill health or damage. Incidents involving lone workers should be reported to their immediate line manager or in their absence any Elder/Trustee.

All reported incidents will be investigated by the line manager and if necessary they should take appropriate action to prevent a similar incident occurring again.

Signed on behalf of the Elders

Approved at the Elders meeting on