

Last Reviewed: 6 November 2018

Summary

Where lone working is necessary, we will take all reasonable steps to ensure the health and safety of our staff who are working alone.

Risk Assessment

We will carry out risk assessments and agree what arrangements need to be put in place prior to working alone. The lone working assessment will cover the following areas and arrangements will be agreed to minimise the associated risks:

- Is there a safe way in and out of the building for one person? eg out of office hours where the workplace could be locked up.
- Is there a risk of violence and/or aggression?
- Does the work involve lifting objects too large for one person?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- What procedures are in place in case of emergency (eg fire in the building or a medical emergency)
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications in an emergency?
- If a person has a medical condition, are they able to work alone?
- Are arrangements in place so that someone else is aware of a lone worker's whereabouts at all times? (eg a "buddy system")
- Are the lone worker's personal and emergency contact details up to date and accessible if needed?
- Do they have a mobile phone or some other means of communication in an emergency?
- Are there any other risks to the lone worker because of the specific nature of their role (eg visiting families at home)?

The arrangements to minimise the identified risks should be written down and agreed by the Lone Worker and their Line Manager/Supervisor.

Those Working Alone

If you are going to be working alone, we expect you to:

- take part in the risk assessment and follow the agreed arrangements;
- take reasonable steps to ensure their own safety;
- ensure you always have means of communication (eg if you have a mobile phone – make sure it's sufficiently charged)
- inform your Line Manager/Supervisor of any safety concerns you have; and
- inform your Line Manager/Supervisor of any incidents which give you cause for concern.