



UTC PLYMOUTH

Lone Working Policy

- **Introduction**

It is the UTC Plymouth policy to ensure the wellbeing of lone workers and take steps to avoid or control all foreseeable significant risks. To achieve this, the College will:

- undertake a risk assessment on each lone workers duties;
- provide training on how to carry out a personal risk assessment of an area and/or situation that may arise around the lone workers daily duties;
- provide special instructions to managers;
- communicate the control measures for lone workers

1 Responsibilities

1.1 Managers

Managers are responsible for assessing, recording and communicating the risk(s) to lone workers, who are under their area(s) of responsibility.

1.2 Lone workers

Lone workers are responsible for complying with the control measures of any risk assessment and for reporting any unidentified / uncontrolled risk(s) while carrying out their duties.

2 Procedure

Lone workers are people who work by themselves without regular or direct supervision.

All individuals identified as a lone worker must have an assessment undertaken on their duties / tasks and the environment(s) which they have to work in. This assessment must take into account reactive situations, such as following an accident where the individual may not be found for long periods of time.

Where it is identified that an individual may not be found for a long period of time, following an accident, or assault, then periodic check-in times with head office, or another suitable and approved method, must be established.

2.1 Personal Risk Assessments

When on the College premises, the lone worker must carry out a general assessment of themselves, the premises and the environment. The lone worker must ensure:

- there is adequate lighting around the property and the lone worker is visible to anyone who may enter the work area;
- all equipment that you may have to carry for business and safety reasons are available e.g. mobile phone is kept with you, charged and easy to access in an emergency;
- their vehicle is parked in an area that is visible and well lit;

2.2 Instructions to Managers of Lone Workers

Managers of lone workers play a key role in delivering and implementing the training of all their employees to ensure the lone workers competence; communicating the lone workers duties and what they should do if they come into confrontation with members of the public, is the responsibility of management.

The following is a managers list of the key factors that need to be communicated and delivered to all employees who are involved with lone working.

- That suitable and sufficient training has been carried out with all aspects of lone working and personal safety covered.
- Ensure that the lone worker is competent to carry out the task given and that they understand the importance of a self risk assessment and the risk of confrontational situations.
- The lone worker should be provided with a mobile phone and all the relevant contact numbers e.g. the Principal.
- Is the lone worker medically fit and suitable to carry out the tasks alone?

2.3 Control Measures and Emergency Plan for Lone Workers

Lone workers can be put in some very challenging, difficult and sometimes violent situations, to which all people will react differently, especially aggression. Aggression perceived by one person, may not be so by another, however, no-one should risk their personal safety. People can compromise safety for many reasons including not seeing an alternative or for convenience, even feeling that you can cope with a situation without assessing the risks. At all times remember to do a self risk assessment and highlight any problems to the immediate manager.

Employees classed as a lone worker must:

- Maintain regular contact via mobile phone with your immediate manager. This is particularly important when you finish your working day.
- All personal equipment and possessions are kept secure or out of sight.
- Ensure regular contact is made by line managers. This can be by mobile phone or a routine visit of the area.
- Be mindful of their own responsibilities with regards to their own personal safety. They should never put themselves in a high risk situation to stop or challenge criminal activities by personal intervention, under these circumstances contact the police or / the Principal. If challenged with violent theft or the threat of violence, the employee is to surrender any equipment and get to a safe area, before contacting the police, the Principal and their immediate manager.

- Report any accidents, injuries, abuse or harassment that has occurred, which provides the company with a greater insight into analysing the risks to lone workers.
- At the end of the working day contact the immediate manager to tell them that you have left the premises

3 References

HSE Leaflet INDG 73 - Working alone in safety – Controlling the risks of Solitary Work

Confined Spaces Regulations 1997

Safe work in confined spaces. Confined Spaces Regulations 1997. Approved Code of Practice L101

Electricity at Work Regulations 1989

Memorandum of guidance on the Electricity at Work Regulations 1989 HSR25

HSE leaflet Violence at work INDG69(rev)

Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L21 (Second edition)

HSE leaflet 5 steps to risk assessment INDG163(rev1)

Employers Liability (Compulsory) Insurance Act 1969 : A guide for employers HSE40

Additional information and advice is available from:

HSE

Employment Medical Advisory Service

Trade Associations

The Suzy Lamplugh Trust

VERSION CONTROL SHEET

POLICY NAME: Lone Working Policy

Policy Prepared by: Julie Rae

Document date	Filename	Mtg submitted	Summary of changes required
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Apr 15		PHSC	New Policy
June 2019			Reviewed