



# St Martin's School Lone Worker Policy



## **Introduction**

Employers are required by the Health and Safety at Work Act etc. 1974 to ensure so far as is reasonably practicable the health and safety of employees and others who may be affected by St Martin's School activities. This includes taking steps to reduce the risk to staff and contractors who are identified as lone workers.

St Martin's School recognises that due to the nature of the business it can place particular employees and contractors at risk due to lack of supervision. Therefore, St Martin's School will take all reasonably practicable steps to identify, eliminate or minimise the risk to employees who undertake lone working.

## **Definition**

For the purpose of this policy, lone working is defined as:

'Someone who works by themselves without close or direct supervision'

Lone working can occur: During normal working hours at an isolated location or within the normal workplace.

*or*

Lone working can occur: Outside of the normal working hours such as late night, weekends or bank holidays.

Under both of these circumstances, St Martin's School guidance on lone working will apply.

## **Scope**

This policy should be viewed within the overall context of the Health and Safety Policy in that St Martin's School has responsibilities as the employer for ensuring as far as is reasonably practicable the health, safety and welfare of its employees.

This policy is intended to cover all work proposed to be undertaken alone by staff and contractors where the risk of the individual lone worker may be increased either by the work itself or by the lack of on hand support in an emergency.

## **Objectives**

- To increase staff awareness of safety issues relating to lone working.
- To ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practical.
- To ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- To ensure that appropriate support is available to staff who have to work alone.
- To encourage full reporting and recording of all adverse incidents relating to lone working; and reduce the number of incidents and injuries to staff related to working alone.

The objectives of this policy will be achieved in a variety of ways which will include carrying out suitable and sufficient risk assessments, introduce control measures and provide information and training for the lone workers.

### **Operations Manager Responsibilities**

The Operations Manager or nominated person on their behalf is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing the risks of lone working.
- Providing resources for putting the policy into practice.
- Ensuring there are arrangements for monitoring incidents linked to lone working and regularly reviews the effectiveness of the policy.
- Ensuring all staff are aware of the policy.
- Ensuring all risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring all staff groups and individuals identified at being at risk are given appropriate information, instruction and training, including training at induction, updates and refresher training as necessary.
- Ensuring that appropriate support is given to staff involved in any incident and managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Establishing clear procedures to set limits as to what can and cannot be done whilst working alone, and where appropriate, when to stop work and seek advice.
- Ensuring that the lone workers are fit for full range of duties before commencement through appropriate occupational clearance.
- Ensuring that lone workers receive appropriate support from occupational health through management referral.
- When planning changes in procedures take into account possible risks to safety and make arrangements for their avoidance.

### **Employees Responsibilities**

Employees are responsible for:

- Taking responsible care of themselves and others affected by their actions.
- Cooperating by following rules and procedures designed for safe working.
- Reporting all incidents that may affect the health & safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect or working