

## **LONE WORKER POLICY**

All staff and volunteers are required to work within the boundaries of the Health and Safety at Work Act 1974 which states

### **EMPLOYERS DUTIES**

**as far as reasonably practicable Employers should provide :-**

- Safe system of working
- Safe place of work with safe access and egress (exit)
- Safe environment
- Information, instruction, training and supervision

### **EMPLOYEES/VOLUNTEERS DUTIES**

- To take reasonable care of yourself and others
- Co-operate with employer on Health and Safety

### **DEFINITION**

**A Lone Worker is someone who works physically on their own i.e.**

- Only one person working in premise
- Working separately from others or outside normal hours
- Mobile workers who work away from their base – offsite working

### **RISK ASSESSMENT BY MANAGERS / SUPERVISORS**

- Situations where people work alone should be identified and a decision made whether working alone is reasonable or not.
- Does the work place present a risk to the lone worker? Is there a safe way in and way out for one person?
- Ensure personal details including phone number, car details and emergency contact details are kept centrally and up to date.

## **TO MINIMISE THE RISK THE LONE WORKER WILL :-**

- **Comply with safe systems of workings** as laid out in Home Support Policy and Personal Safety for Drivers Policy, will read any guidelines for travelling and Home Visits.
- **Notify office admin team** and where appropriate suitable team member/ family/ 'Buddy' where they are going, time of visit, expected time of return, name, address and telephone number of person being visited.
- **Inform office admin team** of any changes to plans, spur of the moment visits.
- **Inform line manager** of any concerns / incidents
- **Keep office updated** with any changes in relevant details e.g. make, model, registration of vehicles, phone numbers