

Lone Working Policy

1. Policy Statement

Shockout takes the Health and Safety of its employees, students, visitors and volunteers seriously. We have a legal duty to ensure the health, safety and welfare of our employees and students while at work or training. We realise that at any given time, staff or students may be working or training alone, either in our office/dance space or externally.

2. Aim and Scope

This policy is designed to alert employees and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees and students a framework for managing potentially risky situations.

3. Definition

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision. For example:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues
- People who work at home other than in low risk, office-type work

The definition covers staff and students in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.

4. Potential Hazards of Working Alone

People who work or train alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available
 - Fire
 - Violence or the threat of violence
- Lack of safe way in or out of a building for example, danger of being accidentally locked in
 - Attempting tasks which cannot safely be done by one person alone

5. Measures to reduce the risk of lone working

It is intended to minimise possible adverse effects of lone working. Shockout will:

- avoid or minimise lone working where there are reasonable, practicable alternatives.
- include lone working in all risk assessments where it is planned or foreseeable that lone working will occur. Risk assessments must be recorded and reviewed at least annually.
- clearly define which activities can and cannot be carried out by lone workers, based on the findings of the risk assessments.
- introduce suitable safe lone working arrangements, including communications and access to assistance, for both normal working and foreseeable emergencies.
- assess the suitability of people for lone working, taking account of their competence, experience and any medical conditions which may place them at additional risk, particularly in emergencies.
- provide all people undertaking lone working with suitable information and training in the safe arrangements for the work, including permitted activities, approved working procedures, communication or monitoring arrangements, and emergency procedures.
- provide appropriate monitoring and supervision, based on the findings of the risk assessment.

6. Accidents and Emergencies

Employees and students operating alone should be made aware of the process for responding correctly to emergencies.

7. Supervision

As a lone worker they are not under constant supervision. We ensure that they understand the risks associated with their work or training and the relevant safety precautions.

- Employees will be given training that covers lone working where appropriate during induction
 - Students will not be allowed to stay in the building after hours unless there is a member of staff present.

8. Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff or students, but the risk assessment must take account of any extra risk factors.

Shockout ensures that measures are in place to reduce risk and that expectations have been communicated to employees and students operating alone and appropriate training provided.

All staff and students, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.

Related Documents

Lone Working Risk Assessment

Fire Safety Policy

Fire Evacuation Procedure