



DAYSPRING
PLACEMENT SOLUTIONS LIMITED

Lone Working Policy

Lone Working Policy Information Pack

June 2020

PROCEDURE FOR LONE WORKING CANDIDTATES

Purpose

The purpose of this document is to outline the hazards related to working alone, and the processes to be used to lower the risks that are associated with working alone.

Scope

The document applies to all team members of the organisation, who help in carrying out our training and development activities.

Rationale

The document is necessary to comply with health and safety legislature.

Procedure

It is the policy of DAYSPRING to comply with the Health and Safety at Work Act 1974, which requires DAYSPRING to provide a safe environment, equipment and system of work for its employees and those working around us. These requirements are applicable to all work situations and this document will pay particular attention to situations where facilitators have to work alone to provide training and development responsibilities to clients. Working alone can introduce new hazards, such as lack of help, first aid cover, emergency situations and violent attack. DAYSPRING recognises that there maybe an increased risk to the health and safety of our facilitators who work alone, in providing their services to clients.

Definition

Lone working is a situation where persons work by themselves, in service provision, without close or direct supervision. This may include those who work in a specific area or building e.g. facilitators in a conference room with participant(s). Mobile lone workers are staff who visit clients or take them around to various locations during work.

1. Responsibilities

1.1 Facilitators will be responsible for:

- Informing their team leaders or line managers when they are to work alone.
- Liaise with their team leaders or line managers to do a check list of steps to be taken.
- Use controls provided to lower risks related to working alone.
- Carry and keep safe a first aid kit and report any loss or damage.
- Contact a designated person, before and after each facilitation or meeting.
- In case of emergency or a serious unexpected incident, designated person is to be contacted to provide support and assistance.
- Request for, study and understand the health and safety procedures of the venues used by DAYSPRING, especially fire incident management procedures.
- Inform participants, all necessary health and safety information of the venues in use.

1.2 Team leaders or line managers will be responsible for:

- Identify lone working situations and carry out lone working risk assessment and check list with lone worker.
- Provide relevant information, training and supervision to lone workers.
- Document the whereabouts of lone workers
- Report and document control measures that they cannot manage to implement.

- Review all risk assessments every six months, or earlier if changes are to frequent.
- Undertake post accident/incident risk assessments, if someone is hurt or injured.
- Ensure that assessment is delegated to nominated person that are trained and have relevant experience of the activity.

1.3 Executive Director will be responsible for:

- Monitor the implementation and standard of the assessments and checklists.
- Oversee levels of risks within their region and ensure that high risks are managed.
- Identify necessary reforms and improvement to risks identified and the overall procedure.

2. Risk Assessments

Where significant hazards exist, risk assessments of training activities shall be undertaken to comply with the requirements of the Management of Health and Safety at Work Regulations 1999. The risk assessments must be undertaken and inputted in the DAYSPRING Safety Management System. Where work is to be carried out in a lone working environment, the fact should be considered in the risk assessments.

Particular consideration shall be given to:

- Assessing if lone working can be avoided.
- Ensure that remoteness and isolation is minimised.
- Problems of communication.
- Possibilities of violence.
- Nature of possible injury.
- Emergency egresses, such as fire exits.
- Biological hazards.
- Electrical hazards.
- Poor lighting.

To address the additional risks (if any) identified in relation to a lone working situation. Managers are to carry out adequate and necessary step to minimise or eliminate risks identified. Such steps may include:

- Authorisation of lone working environment.
- Pre-work assessment of the training venues or work areas, e.g. fire fighting procedures, fire exit routes and first aid equipments in place.
- Logging in and out at venues used.
- Provision of communication equipment, e.g. mobile phones.
- Periodic check in arrangements or impromptu visits by line managers or other staff.
- Information and training.
- Provision of first aid kits.
- Additional supervision.
- CCTV, where privacy is not impeded.

An ongoing communication between line managers and facilitators must take place regularly. It is essential that any new information or changes to circumstance is communicated between managers and facilitators at all times.

Every staff needs to be aware of the importance and responsibility for good communication to ensure safe working practice.

In the case of incident, DAYSPRING Safety Management System must be followed, and line managers must be informed, and all safety concern must be highlighted.