

Policy: Lone Worker Policy

1. SUMMARY

- 1.1. This policy defines WINNS Services Lone Worker Policy to ensure it meets requirements.
- 1.2. The General Manager is responsible for implementation and management of the Lone Worker Policy

Rev.	Date	Nature of Changes	Approved By
1	3 rd January 2018	Original issue.	C Stebbing

2. POLICY: Lone Worker Policy

3. Introduction

This document should be read in conjunction with the Health and Safety Policy for WINNs.

There is nothing to say that people cannot work alone; however, because there are specific risks associated with Lone Working, WINNs have produced a Lone Worker Policy which will be discussed with those affected in line with the provisions of the Health and Safety Policy.

4. Who are Lone Workers?

Lone workers are any person who works unsupervised; this means that an employee can be on a site full of people and be a Lone Worker. They can also be:

- A person working on their own site during normal office hours
- A person working on their own site outside normal office hours
- A person working from home
- A person working in a clients venue away from the office

Controlling the Risk

The Management of Health and Safety at Work Regulations 1999 require a suitable and sufficient risk assessment of all activities undertaken by the WINNs, including the specific hazards that Lone Workers are exposed to. Such assessments will include:

- 4.1. Can one person adequately control the risks of the job? e.g. fire, equipment failure, illness and accidents.
- 4.2. Does the workplace present a special risk to the Lone worker e.g. isolated sites, sites in high risk areas, sites that are dangerous of themselves e.g. Construction sites.
- 4.3. Is there a safe way in and out for one person?
- 4.4. Can all equipment, substances and goods involved be safely handled by one person?

-
- 4.5. Does the work involve lifting objects too large for one person?
 - 4.6. Is there a risk of violence?
 - 4.7. Are women especially at risk if they work alone?
 - 4.8. Are young workers at risk if they work alone?
 - 4.9. Is the person medically fit to work alone?
 - 4.10. What training would be required to ensure competency in safety matters for Lone Workers?
 - 4.11. How will the Lone Worker be supervised?
 - 4.12. What should happen if the Lone Worker becomes ill or has an accident?

WINNS managers are advised that if this assessment has not been carried out they should do a self-assessment when working alone.

The Directors will discuss the finding of the risk assessments with those affected by them.

Requirements for Lone Workers

Lone workers must be suitably experienced and have received adequate instructions and training on the risks they are exposed to and the control measures to be used.