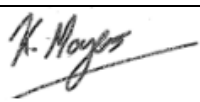





## Gateway Primary School Policy Cover Sheet

<b>Policy Name:</b>	Lone Working Policy
<b>Adopted at / by:</b>	FGB
<b>Signed on behalf of the Governing Board</b>	
<b>Name:</b>	Kevin Moyes
<b>Date:</b>	March 2025
<b>Signed on behalf of Headteacher:</b>	pp. 
<b>Name:</b>	Kayleigh Anstee
<b>Date:</b>	March 2023
<b>Review period:</b>	2 year
<b>Date of next Review</b>	March 2027

## **Health and Safety Procedure**

For: Heads of all Establishments/Settings  
OCC Managers  
Governors/Management Committees  
Trade Union Safety Representatives  
Employee Notice Boards  
Intranet

## **Personal Safety: Lone Working**

### **Legislation**

## **Health and Safety Procedure**

The Health & Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999 (as amended)

### **Purpose**

Oxfordshire County Council is responsible for the health, safety and welfare at work of its employees and lone working can be regarded as one of our higher risk activities undertaken by our employees. If lone working practices are to be used, individuals will need to be safeguarded as far as is reasonably practicable.

### **Scope**

This procedure applies to all managers, employees and volunteers where individuals could be working alone, such as undertaking out-reach work or working off site on their own e.g. visiting service users, working out of hours, travelling to and from work sites, working in the countryside or remote locations.

### **Responsibilities of Managers**

Managers are responsible for carrying out the necessary risk assessments and putting in place a system of work to ensure the safety of lone workers.

- These responsibilities cannot be transferred to individuals who work alone or without close supervision.
- It is the managers duty to organise and control solitary employees/volunteers.
- Ensure all incidents/accidents to lone workers are investigated.

### **Responsibilities of employees and volunteers**

- Employees have a duty to co-operate with any procedures put in place for their benefit and to tell their manager if they are concerned about their safety whilst lone working.
- To follow all information, instruction and training provided by their manager.

### **Who are lone workers?**

Lone workers are defined as those who work by themselves without close or direct supervision.

### **Why is working alone particularly dangerous?**

Lone workers are at risk because they are isolated from help in the event of illness, accident or attack. They must also rely on their own experience and judgement to operate safe working methods as they will have no supervisor on hand to refer to. Clearly, employees/volunteers who work alone must be

suited or competent for the task and both their ability, the tasks they undertake and the location must be assessed to ensure their safety.

### **Can people legally work alone?**

Yes. However, we do need to provide the necessary equipment, information, instruction, training and supervision to ensure that the health and safety of lone workers are not put at risk.

### **Assessing and controlling the risk**

The process of conducting a risk assessment for lone workers is no different to that followed when assessing other activities. It is important to carry out the assessment systematically in the following way:

- Identify the hazards associated with the work and carrying it out unaccompanied.
- Assess the risks associated with the work and decide on the safe working arrangements to control these risks.
- Record the findings of this assessment.
- Implement the safe working arrangements.
- Monitor and review the safe working arrangements.

The risk assessment process should be completed in consultation with employees and will ensure that all relevant hazards have been identified and appropriate controls agreed. Should an assessment already exist for a task which is routinely conducted with others present, this assessment must be reviewed before permitting the same task to be conducted unaccompanied.

Precautions should take account of normal working conditions and foreseeable emergencies e.g. fire, equipment failure, illness and accidents.

Identify all the areas where the lone worker will work and ask the following questions:

- *Does the workplace environment present a special risk to lone workers?*
- *Does the person have the means to stay in touch or call help e.g. mobile phone?*
- *Is there safe access and egress for one person?*
- *Can one person safely handle any equipment which is necessary, such as portable ladders?*
- *Can all the equipment, substances and goods involved in the work be safely handled by one person?*
- *Does the work involve lifting objects too large for one person?*
- *Will more than one person be necessary to operate essential controls for the safe running of equipment?*
- *Will money be handled?*
- *Is there a risk of violence/abuse?*
- *Is the surrounding area well lit?*

### **Is the person medically fit and suitable to work alone?**

Determine if the lone worker has any medical conditions that would make them unsuitable for working alone or whether any reasonable adjustments need to be made. If in doubt seek advice from Occupational Health. Consider routine, foreseeable work and dynamic situations such as emergencies which may impose additional physical and mental burdens on the lone worker.

### **Understanding lone working**

The lone worker must fully understand the risk(s) involved with their work, the necessary precautions and be sufficiently experienced to can work independently. Clear documented procedures should be laid down stating what **should** and **should not be done** whilst working alone and when to stop work and seek advice from their manager.

### **How will the lone worker be supervised?**

Even though lone workers are not subjected to direct supervision, the council will still have a duty to ensure that the lone worker maintains proper control of the work. The manager must ensure that the employee/volunteer fully understands the **risk assessment** undertaken **before the activity starts**, the risks associated with their work and the necessary safety precautions are in place. The extent of supervision depends upon the risk(s) involved and the proficiency of the employee/volunteer to handle such risks to their health and safety. This is a decision that only the manager can make, not the individual.

The manager should carry out thorough **monitoring** of the lone worker as part of the risk assessment review. Regular contact between the lone worker and supervisor must be maintained by phone, email or other electronic tracking devices if used.

**It is essential to implement a check in/out system so that employees can report in and managers can monitor their safety when working remotely.**

**What happens if the lone worker becomes ill?**

Lone workers should be trained in the procedures for dealing with emergencies should they arise. Lone workers should receive information about the emergency procedures of any other premises that they may visit under the auspices of their work. Additionally, lone workers should be made fully aware of, and have, complete access to first aid facilities.

**Home visits to service users/members of the public**

When it is necessary to visit service users or members of the public in their homes, lone workers must **check any available information such as the social care recording systems which record known hazards** and take appropriate action to minimise or avoid these. Where a hazard is identified a lone worker must report this to their manager for recording in line with current procedures and if the circumstances of the service user or their situation indicate a risk of violence, staff should not visit alone [Home Visiting.pdf](#)

**For further information and advice:**

<p><b>OCC Health and Safety Team</b></p>	<p><a href="mailto:healthandsafetyhelp@oxfordshire.gov.uk">healthandsafetyhelp@oxfordshire.gov.uk</a></p> <p>Also see Personal Safety Tips: Lone Working</p>	<p><b>Helpdesk</b> 03300 240849</p>
<p><b>Health and Safety Executive (HSE)</b></p>	<p><a href="http://www.hse.gov.uk">www.hse.gov.uk</a> <a href="http://www.hse.gov.uk/pubns/indg73.pdf">http://www.hse.gov.uk/pubns/indg73.pdf</a></p>	
<p><b>Suzy Lamplugh Trust</b></p>	<p>Further information about personal safety and lone working including tracking systems can be found by visiting the Suzy Lamplugh Trust website: <a href="http://www.suzylamplugh.org/">http://www.suzylamplugh.org/</a></p>	