

# Newton Abbot CIC: Lone Worker Policy

## Introduction

The Health and Safety at Work etc Act 1974, Section 2, sets out a Duty of Care on employers to ensure the health, safety and welfare of employees whilst at work. Although there is no specific legislation in respect of working alone, the Management of Health and Safety at Work Regulations 1999, Regulation 3, states that every employer shall make a suitable and sufficient assessment of 'foreseeable' risks that employees might face in the course of their duties.

Following risk assessment, control measures must be put in place to manage those risks. Risk assessment must devise safe working arrangements for all workers considered to be lone workers. Special attention is needed to think about channels of support, training of the staff and emergency procedures. This is particularly important for those employees who work in buildings on their own, particularly outside normal working hours.

## Employees

There is a legal requirement for employees to bring to the notice of their employers any workplace health and safety risks or incidents. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Familiarising themselves with the lone worker risk assessments in place for activities they are involved in;
- Co-operating by following all procedures designed for safe working; and
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.

## Lone Working – Working Alone in Buildings and Surrounding Areas

When considering the associated risk of working alone in a building and/or its grounds, the following factors must be taken into account:

- Risk associated with the activity being undertaken;
- The individual's capacity to undertake the activity; and
- Security of the building and grounds.

To reduce the risks to the lowest level reasonably practicable, entry to the Buckland Centre should be controlled so that unwanted visitors do not gain access. When a member of staff is working on their own at the Centre, they should lock the door and use the security cameras to ascertain who is trying to seek entry before unlocking the door.

In order to minimise the risks identified above, staff working alone should:

- Ensure that all windows and doors are secured to prevent unauthorised access, so that the working environment is as safe as possible;
- Ensure they have access to a telephone to call for help if needed;
- Ensure that keys are secured;
- Call security or emergency services as appropriate if they become anxious regarding their safety; and

- If an incident occurs, report it, no matter how minor to your manager as soon as possible after the event;
- When leaving, sweep the building to ensure no one is loitering, particularly in the toilets;
- Set the alarm if no one else is in the building or let organisers/groups know that you are leaving;
- Be aware of any personal risk factors arising from a medical condition.

Staff working alone in surrounding areas should carry a mobile phone with them at all times