

Somerset Centre for Integrated Learning

Lone Working

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Date(s) of review(s)	Reviewed by	Date of next review
June 2017	SCIL SMT	29/08/2019
02 December 2021	SCIL SMT	December 2022

Process for monitoring and evaluation. Monitoring by Management Team with outcomes recorded in notes of meetings and periodic evaluation and review by Management Board.

This Policy has been developed by Somerset Centre for Integrated Learning (SCIL), the training arm for Support Services for Education (SSE) part of Somerset County Council. All training programmes have a commitment to providing a supportive learning environment which enables all trainees who have chosen to study with SCIL to achieve their full potential.

Working alone (HS 009)

Somerset County Council have produced a specific policy that covers 'Working Alone - HS 009'. This page provides links to publications maintained by other organisations, if in doubt about the advice contained within the policy please contact SCIL on 03001231967.

Many people spend part, or all of their day working alone, or working at some distance from others. This fact is too often taken for granted, but the ability to keep in contact with others is important, especially if there is an accident or incident when urgent assistance is required.

[Policies, Forms & Guidance - SCC extranet \(somerset.gov.uk\)](https://www.somerset.gov.uk/extranet/Policies_Forms_Guidance)

Introduction:

Managers have a legal duty under the Health and Safety at Work Act 1974 and The Corporate Manslaughter Act 2007 to ensure the provision of a safe working environment.

Within the Somerset County Council Health and Safety Manual SCIL adhere to the Working Alone Safely Policy. SCIL's Lone Working Policy has been written in conjunction of this to draw attention to more specific guidance.

SCIL has a moral responsibility to outline the risks associated with individual members of staff working on their own.

SCIL must try to ensure the safety of staff who work alone whilst carrying out their duties for the organisation.

Aim:

Using a risk assessment process, SCIL must raise awareness amongst all staff of all systems, procedures and equipment that must be utilised to reduce the levels of risk associated with working alone.

Definition of a lone worker:

A lone worker is described as any member of SCIL (including PLAT's) without direct supervision in a building or in a community setting.

Implementation:

SCIL will ensure that:

- Risk assessments are undertaken for lone working which determines and prioritises actions and resources to minimize identified hazards.
- Procedures will be in place and safe systems of work introduced which incorporates appropriate support systems.
- Advice will be provided in line with this policy for all staff covering personal safety and security aspects for lone workers.
- Equipment will be made available to enable staff to work safely alone. As standard all staff should have access to a mobile telephone. (note if staff are in an area without a mobile phone signal, provisions will as far as possible to ensure there is access to a landline at all times)
- There is a system managed by SMT's whereby lone workers will make contact with a designated person on arrival at home.
- This policy is regularly reviewed and revised at SMT meetings.

SCIL Senior Managers will:

- Ensure consistent application of the policy.
- Monitor effectiveness.
- Be responsible for all records of monitoring and incidents involving lone working.
- Ensure that risk assessments have been conducted and appropriate personal safety measures, communication systems and training requirements have been instigated for employees who work alone.
- Commit to supporting staff both in establishing and maintaining safe working practices.

All Lone Workers will:

- Ensure that they are familiar with the lone working policy.
- Ensure they adhere to any systems developed for their protection whilst working alone.
- Take personal responsibility for sharing information regarding their whereabouts and work patterns.
- Inform the Senior Management Team of any concerns whilst working alone.
- Report any incidents concerning lone working and in line with the policy to enable systems to be reviewed and revised.
- Makes themselves familiar with the location of first aid boxes and have access to a mobile phone

- If at Dillington House campus dial 0 for operator.

Reducing the Risk:

- Lone workers to receive sufficient information, training, instruction and advice. (Managers should ensure that staff have the skills and competencies to work alone safely)
- Regular reviews of arrangements to be overseen by a Senior Management Team member.
- Any incidents are followed up immediately and appropriate action taken. Incidents should be shared with Senior Management Team as a further preventative measure.

Risk Assessment:

- Ensure hazards within the area have been visited, checked and formally recorded via Somerset County Council's HS F09 form.
- EEC (European Education Consultants) Live will be used to compile and evidence risk assessments.

- The Learning Centre: <https://somerset.learningpool.com/login/index.php>

External documents

- Personal Safety Alone in the Workplace, Suzy Lamplugh Trust, [Personal safety advice | Suzy Lamplugh Trust](#)
- Working Alone Safely, HSE: <http://www.hse.gov.uk/pubns/indg73.pdf>

I have read and agree the above policy and will adhere to the procedures of lone working.

I understand it is my responsibility to inform my designated person when and where I am lone working.

Signed by

Date