

Extract from Health and Safety Policy

**3.24 Lone Working**

The council recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risks associated with lone working.

The council will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation and with the specific Approve Code of Practice (L21) and guidance notes (INDG73) issued by the HSE.

Lone worker is defined as “persons who work by themselves without close or direct supervision”.

Examples of lone workers would include –

- Employees who work in isolation in premises or areas of premises
- Employees who work outside normal working hours, such as security, cleaners and maintenance staff
- Employees who make visits away from the office or normal place of work.

The following rules and procedures will be applied in relation to this area and associated work activities –

- The council believes that there is generally no reason why workers should not work alone subject to the special risks being assessed and control being implemented.
- All lone working activities or situations must therefore be subject to an assessment regarding the special risks involved.
- Where an assessment reveals that a task or job is unsuitable for lone working measures must be taken to ensure that adequate supervision, help or backup is provided.
- Lone working must not be allowed in respect of tasks involving the use or handling of plant, substances or goods that cannot be carried out safely by one person.
- All lone working activities must have suitable emergency procedures established.
- All lone workers must receive adequate information, instruction and training.
- Assessments for lone working must take into account any possible risks of violence and any special risks to female employees and young people.

- Suitable and adequate safe working procedures and arrangements must be developed and implemented for all lone working activities or situations. Safe working procedures in respect of lone working may include:
  - Periodic visits by managers/supervisors
  - Regular voice contact with lone workers
  - Special alarm devices
  - Automatic warning devices
  - Return to base/home checks
  - Mobile first aid kits