



The Institute
of Contemporary
Music Performance

LONE WORKERS POLICY

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1. GENERAL STATEMENT

1.1. Lone workers can be anyone who works by themselves without close or direct supervision.

2. CONTROLLING THE RISKS

2.1. As required by The Management of Health and Safety at Work Regulations 1999 a suitable assessment should be carried out to identify the hazards and the level of risk that lone workers are exposed to.

2.2. Suitable controls will be identified within the assessments. Depending on the level of risk there may be some higher risk activities/areas that due to the level of risk lone working will not be permitted e.g. operating mechanical equipment.

3. ACTION REQUIRED

3.1. The employee's line manager will:

3.1.1. Undertake comprehensive risk assessments on all lone working activities/areas

3.1.2. Ensure appropriate control measures are identified, prioritised and implemented

3.1.3. Ensure higher risk activities/areas identified and formal decisions made on authorisation/cessation of lone working

4. SUPERVISION CONTROLS

4.1. It is the policy of ICMP to ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of risk, types of risk and duration of exposure.

4.2. Adequacy of supervision may involve some of the following:

4.2.1. Periodic checks on the lone workers i.e. Visual

4.2.2. Periodic contact with lone workers i.e., telephone

4.2.3. Contact with other lone workers – records kept

4.2.4. Automatic warning devices

4.2.5. General or specific alarms for emergencies

4.2.6. Checks on lone workers to ensure they have returned to ICMP or home on completion of activities