Lone Workers Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.1	Jan 2021 ExCo	Scheduled review	Head of Facilities	Biennially and as required
V5.0	March 2019	Annual review	Health & Safety Team	Biennially and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:

- Accident Reporting and Recording Policy
- Contractors policy
- Control of Asbestos at Work Policy
- COSHH - Control of Substances Hazardous to Health Policy
- Display Screen Equipment Policy
- Electricity at Work Policy
- Emergency Procedures Bomb Threat Policy
- Environmental Policy
- Fire Safety Policy
- First Aid Arrangements Policy
- Legionnaires Disease Policy
- Lone Workers Policy
- Manual Handling Policy
- Noise Control Policy
- Personal Protective Equipment (PPE) Policy
- Risk Assessment Policy
- Stress at Work Policy
- Visitors Policy
- Waste Management Policy
- Working at Height Policy
- Fire Strategy Plan

External Reference

N/A

GENERAL STATEMENT

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

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.

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

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

WORKING FROM HOME

5.1 Following government guidelines during the Covid 19 pandemic working practices have required a flexibility for employees to work from home with large numbers of staff at times in a lone worker situation. The following supervision and support has been put in place to support this practice:

5.11 Staff working from home log their WFH status on People HR. Line managers approve as with holiday requests.

5.12 ICMP provide guidance on working from home including use of Display Screen Equipment and laptop use

5.13 All staff working from home complete a Working From Home Questionnaire assessing their work environment and equipment needs.

5.14 ICMP support staff members working from home with additional office equipment as required.