



Policy Title	Lone Working Policy
Issue date (m/y)	08/2012
Author	Donna Welburn, Operations Manager
Approved by	Laura Cook ,Director
Review date (m/y)	07/2016

Context and or Aims

This policy sets out the way that the Learning Support Centre comply with the requirements of Health and Safety at Work etc Act 1974 and the relevant statutory provisions. This policy covers everyone that is employed by The Learning Support Centre Ltd that are exposed to lone working conditions.

Policy Statement

The Learning Support Centre is committed to ensuring, so far as is reasonably practicable, the personal safety of its employees. It should be clearly understood by all concerned that in any situation, the reduction of risk and avoidance of untoward incidents is of paramount importance. Where visitors or clients are involved, the emphasis must be on safeguarding them from, harm, even in cases where they contribute to the disturbance. Within the context of The Learning Support Centre Ltd overall Health and Safety Policy a risk assessment is required where staff are going into service users homes.

Requirements for Implementation

Duties

- The Company Director will have overall responsibility for ensuring compliance with Health and Safety Legislation.
- Support Coordinators/Officers shall ensure that risk assessments are carried out as necessary and arrangements implemented to reduce risk.
- Support Coordinators/Officers shall as legally required, liaise with third parties to ensure the safety of employees when working away, off site. (i.e. De Montfort University Campus)
- Management and Support Coordinators will review operations to identify situations where employees may be exposed to foreseeable risk.
- Employees will consider the potential risk associated with lone working and are required to follow procedure and make their line manager aware of this.
- Employees will report to their manager any problems whilst working alone.
- Employees will take reasonable care of themselves and other people affected by their work and co-operate with their employers in meeting their obligations.
- Employees will be personally accountable for their actions and responsible for ensuring they comply with agreed procedure.

Safe Working Arrangements

When considering safe working arrangements coordinators will follow a hierarchical system based on the following:

- a) Assessment of the seriousness of the risk
- b) Avoidance of the risk

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- c) Control of the risk to the greatest possible degree
- d) Provision of Personal Protective Equipment (PPE) and the security equipment/facilities where appropriate.

Undertaking home visits and travelling

Both coordinators and staff have a responsibility to ensure working arrangements are as safe as possible. A key factor in this is the line manager (or other staff member) knowing where staff plan to be and for there to be the means for two way communication whenever possible.

Supervision

Lone working cannot be subject to constant supervision, supervision is an employer's duty to ensure their health and safety at work. The level of supervision required is a management decision, and will be based on the findings of risk assessment.

Related Documents

- [**Health and Safety at Work etc Act 1974**](#)
- [**Management of health and safety at work**](#)
- Health and Safety Policy**
- Lone Working Guidance for Staff**