LONE WORKING POLICY

DOCUMENT CONTROL

DOCUMENT NAME	Lone Working Policy
ABSTRACT	This document details the Lone Working Policy – guidelines for the management and employees
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AUTHORISATION

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VERSION HISTORY

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1. PURPOSE & SCOPE

This policy is designed to alert employees to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees a framework for managing potentially risky situations.

2. DEFINITION

The definition of a lone worker is 'when work is done in a location where the employee cannot physically see or be seen by another person or talk to or be heard by another person'. This covers a wide array of employees:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues
- People who work at home

At Invenio we are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees have the responsibility to take reasonable care of themselves and others in lone working situations.

3. POTENTIAL HAZARDS OF WORKING ALONE

Employees who work alone face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one near-by to call for help or provide first aid
- Fire
- Attempting tasks which cannot safely be done by one person alone
- A potential for violence or threatening behaviour towards the lone worker
- Encountering intruders

4. MEASURES TO REDUCE THE RISK OF LONE WORKING

To reduce the risk for people working alone we carry out a risk assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access;
- The context – nature of the task, any special circumstances;
- The individuals concerned – indicators of potential or actual risk;
- History – any previous incidents in similar situations;
- Any other special circumstances.

In any situation where an employee is operating alone and feels unsafe, they must remove themselves immediately and report the incident to their manager or HR. An incident is any situation where the health and safety of the employee is compromised and may include an accident, fire, violence or threat of violence (this list is not exhaustive).

Control Measures

All employees will:

- Not undertake work for which they are not trained/qualified;
- Take reasonable care of their own health and safety using common sense;
- Not do anything to put themselves in danger;
- Know and follow relevant safe working procedures and guidelines;
- Never cut corners or rush work;
- Stop for regular breaks and, if possible, change activity;
- Tell their manager or HR about any relevant medical conditions;
- Report any hazards or accidents encountered.