**Employment**

**Lone Working Policy**

Within this document, ‘lone working’ refers to situations where staff in the course of their duties work alone or are physically isolated from colleagues and without access to immediate assistance.

**Line Managers and their employees ensure that:‐**

* All appropriate steps are taken to control access to the building and that emergency exits are accessible
* Alarm systems are tested regularly – both fire and intruder
* When working alone they are familiar with exits and alarms.
* There is access to a telephone and first aid kit
* If there is any indication that the building has been broken into, they call for assistance before entering
* External doors are locked to avoid unwanted visitors if working alone
* Staff are familiar with the no‐smoking rules and procedures
* Whenever possible that they park in a well lit and busy area

Staff are expected to take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

Staff are responsible for checking that the mobile phone is charged, in working order and with sufficient credit remaining with the relevant provider.

Staff must not assume that having a mobile phone and a back‐up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction of risk.

Before working alone, an assessment of the risks involved will be made in conjunction with the Line Manager

**Assessment of risk**

In drawing up and recording an assessment of risk the following issues are considered, 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.

All available information is taken into account and checked or updated as necessary.  Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration will be given to sending a second worker or making other arrangements to complete the task.

Where staff work alone for extended periods and/or on a regular basis, managers make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.

**This policy was reviewed and updated September 2017**