



Parish Dental Practice Policy: Lone Working

Policy Statement:

Parish Dental Practice acknowledges that some aspects of dental work may require staff members to work alone. This policy is dedicated to ensuring the safety and well-being of employees during such times, identifying potential risks and outlining measures to mitigate them.

Objective:

To provide a framework for safe lone working practices, ensuring that all lone workers are supported and protected from potential risks associated with working alone.

Scope:

This policy applies to all employees of Parish Dental Practice who may be required to work alone, either within the practice premises or in other locations where dental services are provided.

Detailed Procedures:

1. Risk Assessment:

- Conduct regular risk assessments for lone working situations to identify potential hazards and implement appropriate control measures.
- Review and update the risk assessments periodically or when changes occur in work practices or environments.

2. Communication and Check-In Procedures:

- Establish clear communication procedures for lone workers, including regular check-ins and emergency contact protocols.
- Provide lone workers with access to communication devices, such as mobile phones or alarms.

3. Emergency Procedures:

- Develop and communicate emergency procedures specifically for lone working scenarios.
- Train lone workers on how to respond to emergencies, including medical emergencies, fire, or security incidents.

4. Training and Support:

- Provide training for all lone workers on risk management, first aid, and how to handle potentially challenging situations.





- Offer regular support and feedback sessions for lone workers to discuss any concerns or issues.

5. **Work Environment Safety:**

- Ensure that the work environment for lone workers is safe and secure, with adequate lighting, secure entry, and emergency exits.
- Regularly inspect and maintain any equipment used by lone workers.

6. **Scheduling and Workload Management:**

- Manage the scheduling of lone working to avoid excessive hours or undue stress.
- Ensure there is a reasonable workload during lone working periods.

7. **Personal Safety Measures:**

- Encourage staff to be aware of their personal safety and provide guidance on avoiding risky situations.
- Consider providing personal safety training or devices, such as personal alarms.

8. **Reporting and Recording Incidents:**

- Implement a system for lone workers to report any incidents or near-misses, and maintain records of these reports.
- Use these reports to regularly review and improve lone working policies and procedures.

9. **Policy Review and Continuous Improvement:**

- Regularly review the lone working policy to ensure its effectiveness and compliance with legal and safety standards.
- Involve staff in the review process to gain feedback and suggestions for improvement.

Enhanced Responsibility and Compliance:

- **Practice Manager:** Responsible for the overall management of the lone working policy, ensuring compliance with health and safety standards.
- **Supervisors:** Monitor the implementation of the policy, provide support to lone workers, and ensure communication protocols are followed.
- **Lone Workers:** Must adhere to the lone working policy, participate in training, and follow safety and communication procedures.

This policy ensures that Parish Dental Practice takes a proactive approach to safeguarding its employees who work alone. Regular training, effective





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communication, and monitoring are key to the success of this policy and the safety of lone workers.

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