

Lone Worker Policy

Last updated	December 2022
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Definitions

Company	AAA Caring Caretaker
Responsible Person	Alison Stephenson

1. The purpose of the policy

1.1 AAA Caring Caretaker is responsible for the Health and Safety of its employees as set out in its Health and Safety Policy, and as required by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

1.2 As part of this responsibility, it is AAA Caring Caretaker's duty to assess risks to lone workers and to take steps to avoid or control risk where possible.

1.3 Employees who work alone also have responsibility to take reasonable care of themselves and other people affected by their work.

2. Definition of Lone Worker

2.1 This policy applies to all situations involving lone working arising in connection with the duties and activities of AAA Caring Caretaker's employees.

2.2 Lone working includes:

- An individual working alone in AAA Caring Caretaker's building.
- An individual working alone and visiting another organisation's business premises or a meeting venue
- An individual working alone and making a home visit to an individual or group of two or more people
- An individual working alone from home

3. The implementation of this policy

AAA Caring Caretaker will:

3.1 Ensure that there are arrangements for identifying, evaluating and managing risk associated with lone working

3.2 Ensure that there are arrangements for monitoring incidents linked to lone working

3.3 Ensure that all staff are aware of this policy

3.4 Take all possible steps to avoid lone workers from being at greater risk than other employees

3.5 Identify situations where staff could work alone and, where possible, adopting systems to avoid those situations

3.6 Put procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone

3.7 Ensure that risk assessments are carried out and reviewed regularly

3.8 Ensure that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary

3.9 Manage the effectiveness of preventative measures through a system of reporting, investigation and recording incidents

3.10 Ensure that appropriate support is given to staff involved in any incident

3.11 Provide personal safety equipment where it is felt to be desirable

4. The Employees responsibility

The employee is expected to be responsible for;

4.1 Taking reasonable care of themselves and others affected by their actions

4.2 Following guidance and procedures designed for safe working

4.3 Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance where appropriate

4.4 Taking part in training designed to meet the requirements of the policy

4.5 Reporting any dangers or potential dangers that they identify or any concerns they might have in respect of working alone

4.6 Avoiding any tasks involving physical risks such as going up ladders, or if unavoidable, let someone else know what you are doing and tell them when you have completed the task.

4.7 Not working alone with a child or an adult at risk (refer to your safeguarding policy for a definition of adult at risk).

Other considerations

- If you are working alone at home make sure that you are using equipment safely.
- Check in with your line manager when your arriving and leaving.
- Refer to your personal risk assessment