



LONE WORKING POLICY

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Destroy All Previous Issues

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Glossary

| Term | Description |
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1 PURPOSE

To ensure employees are safe when they are put to work while they are on their own.

2 SCOPE

All Badger sites and offices

3 REFERENCES

- EU Council Directive 89/391/EEC "Health & Safety At Work"
- Health and Safety at Work etc Act 1974

4 DEFINITIONS

Lone Worker - means any worker who performs work while alone at a Badger site.

5 GENERAL

As a result of different reasons, the situation or the necessity could arise for Badger employees to perform work while they are alone at a Badger site.

There is no specific law dealing with lone working. However, all health and safety legislation applies equally to lone workers as others such as The Health and Safety at Work etc. Act 1974 which places general duties on employers and employees under Sections 2–9.

6 ADDITIONAL RISK TO LONE WORKERS

Often the risks faced by lone workers will be the same as for other workers but they may also face increased or additional risk from:

- Fire.
- Inadequate provision of rest, hygiene, and welfare facilities.
- Violence and abuse from members of the public.
- Theft / intruders.
- Sudden illness / emergencies.
- Effects of social isolation.
- Risks related to driving.
- Lack of supervision and training.

A risk assessment of the work that lone workers do is an important start to establish existing and additional risks. Badger will complete the risk assessment and:

- Involve staff or their representatives when undertaking the risk assessment process.
- Take steps to check control measures are in place (examples of control measures include Instruction, training, supervision and issuing protective equipment).
- Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice.
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up.
- Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

Issues to be addressed during the risk assessment may include asking:

1. Can the work be carried out safely by the person working alone?
2. Does the workplace present a special risk to the lone workers?
3. Are women or young workers especially at risk if they work alone?
4. Is the person medically fit and suitable to work alone?
5. Is there a safe way in and out for one person?
6. Are there adequate security arrangements?
7. Is there a risk of violence?
8. Is any specialised training required?
9. How will the lone worker be supervised and/or monitored?
10. What happens if a person becomes ill, has an accident, or if there is an emergency?
11. How frequently should contact be made with lone workers?
12. Can all plant and substances or goods be handled safely?

Risk assessment will determine the right level of supervision.

There may be some high-risk activities where at least one other person may need to be present. These include some electrical work, work in high-risk confined spaces, work with machinery, etc.

7 VIOLENCE

If alarms or communication devices are provided they will be checked regularly to ensure that they are functioning correctly, are charged or have sufficient batteries. Violence can often be prevented by looking at systems of work, the workplace or staffing levels.

8 WORKING IN REMOTE AREAS

Where a worker is going to be working or travelling through a remote area where there may be little access to services, and there may be no mobile phone signal. This must be reflected in the risk assessment and steps taken to reduce the risk and ensure that the workers have access to welfare and other facilities.

Steps Badger will take if required include:

- Ensuring a safe means of travel to and from the workplace / premises – including when working out of hours.
- Implementing procedures to assess the time it will take to do the work and how frequently the employee should report in and what will happen if they don't.
- Ensuring that employees have access to toilets, rest facilities, refreshment, and first aid equipment.
- Developing procedures for reporting and responding to emergencies.
- Considering the ease with which emergency services are able to reach the isolated area easily and safely without hindrance.

9 HOME WORKING

Home working suits some people who prefer the flexibility and control it gives them. Badger will seek to fulfil the same legal duties, including risk assessment and consultation. The HSE states "It may be necessary for employers to visit their homeworkers to carry out a risk assessment, although homeworkers can also help in identifying the hazards for their employers. A questionnaire type risk assessment completed by the homeworker is available and if required a more detailed risk assessment can be completed. Where computers are regularly used the Display Screen Equipment regulations will apply and an ergonomic assessment of the workplace will be necessary.

10 GUIDANCE

1. Ensure that suitable and sufficient risk assessments have been carried out for lone work and adequate control measures are put in place to ensure the health and safety of lone workers (including suitable welfare facilities).
2. Ensure that periodic visits or telephone contact, automatic warning devices, or other devices are used where appropriate to monitor the welfare of lone workers (particularly new staff), contractors and visitors.
3. Ensure that any person required to work alone is medically fit and suitable. Seek additional medical advice where necessary.
4. Provide adequate information, instruction and training for lone workers to reduce the risk of injury and set limits as to what can and cannot be done when working alone and provide adequate supervision when required.
5. Ensure contact telephone numbers are made available to lone workers.
6. Regularly consult with any lone workers so that any issues can be raised and make suitable provisions for reporting problems.
7. Ensure that where a lone worker is required to work at another site, sufficient information about hazards, risks and site safety have been provided by the duty holder for that company in order to make a suitable risk assessment.
8. Where high risk work, e.g. in confined spaces or electrical work, is to be carried out a supervisor may need to be present, as well as someone dedicated to the rescue role. Assess the risk and assign roles as appropriate.
9. Assess the risk from violence and take any necessary measures.
10. Set parameters for lone working and ensure that workers are competent to deal with circumstances that may occur and know when to stop work and seek advice.
11. Ensure that suitable equipment is provided including personal protective equipment (e.g. gloves, dust masks etc.) and that it is safe to use, well maintained and fit for purpose.
12. Ensure there are adequate arrangements for First Aid.
13. On the conclusion of a job ensure that it has been completed safely and without incident.
14. Ensure that there are suitable arrangements in the event of an emergency e.g. fire; and lone workers have received sufficient information, instruction and training in the event of an emergency.

See H&S-16 - Home Working Policy for guidance