

# Sanday Development Trust

enhancing quality of life



## Lone Working Policy

Implemented: 6 June 2016

Review date: 6 June 2017

### **1. Introduction**

1.1 Definition - Lone working is when someone works alone without the presence of a work colleague. This includes, for example, the ranger working out and about on Sanday, people working alone at Heilsa Fjold and the Heritage Centre and people working alone at home.

1.2 Lone working is not covered by any specific legislation, but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

1.3 The Sanday Development Trust recognises that it has a duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

1.4 The Trust also recognises that it is the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions; and to cooperate as required with regard to any statutory requirements put on the Trust.

1.5 The Sanday Development Trust acknowledges that there is an increased risk to the health and safety of employees when they work remotely from other colleagues and/or outside regular working hours and is committed to making adequate provision for the health and safety of lone workers.

1.6 The key requirement is to carry out a risk assessment to identify risks to lone workers and to ensure that control measures are implemented to minimise the risks wherever practicable. These requirements are applicable to all work situations/activities and in particular where staff and visiting workers are working alone or outside normal working hours.

1.7 This policy gives information about lone working risks, sets out personal responsibilities for the management of the safety of lone workers and gives guidance on the lone working risk assessment process.

### **2.Scope of Policy**

**2.1** This policy applies to staff of the Sanday Development Trust including temporary and agency workers.

**2.2** The Trust recognises that it has health and safety responsibilities towards volunteers and these are included in the volunteer policy.

**2.3** There is some risk to all employees of the Sanday Development Trust, who frequently work alone at Heilsa Fjold, at the Heritage Centre, or out and about on the island, sometimes outside regular working hours, who travel alone for training and other reasons, and who carry cash and equipment.

### **3.Responsibilities**

#### **3.1 The Sanday Development Trust will:**

3.1.1 Seek to ensure that the risks to employees and workers associated with lone working are identified, evaluated and controlled, so far as is reasonably practicable;

3.1.2 Co-operate with third parties to ensure that the risks of lone working are controlled, so far as is reasonably practicable;

3.1.3 Ensure that contractors are aware of the policy and understand and implement it where appropriate.

3.1.4 Allocate sufficient resources to ensure lone working risks can be identified and effectively controlled.

3.1.5 Ensure that the policy is reviewed regularly

#### **3.2 The competent person for health and safety will:**

3.2.1 Provide advice and guidance on the implementation of this policy;

3.2.2 Provide training to support the implementation of this policy;

3.2.3 Ensure that the effectiveness of the policy is monitored

#### **3.3 Line managers will:**

3.3.1 Seek to ensure that risk assessments of the different lone working situations are carried out and that there is a written record of significant risks.

3.3.2 Seek to ensure that control measures are introduced if necessary and that appropriate records are maintained.

3.3.2 Seek to ensure that measures are implemented and maintained to reduce the risk of lone working to its lowest reasonably practicable level.

3.3.3 Seek to ensure that all employees and workers, including visiting workers, are aware of the Trust's arrangements and arrange instruction and training where necessary;

3.3.4 Seek to ensure that an emergency contact is in place for anyone who is working alone;

3.3.5 Ensure the effectiveness of this policy is monitored.

### **3.4 Employees and workers, including visiting workers, who intend to work alone will:**

3.4.1 Ensure the risk assessment for the task to be undertaken permits lone working;

3.4.2 Ensure they are aware of and understand any control measures to be taken;

3.4.3 Take reasonable care of their own safety and that of others affected by their actions and implement any control measures;

3.4.4 Report any incidents occurring whilst working alone to their line manager or the competent person for health and safety.

## **4. Implementation of the policy**

4.1 Risk assessments will be carried out on identified hazards and records kept of significant risks.

Hazards may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- A potential for violence or threatening behaviour towards an individual faced with unacceptable behaviour from a member of the public
- The use of machinery, electrical or other equipment or chemicals
- A potential for accidental injury when working in remote areas of the island, particularly after dark and/or outside regular working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual
- Fire/accidents/emergencies arising
- Sudden illness
- Other hazards as identified by individuals at risk

4.2 Control measures will be implemented where necessary and a record kept of the action taken.

4.3 Individuals will be expected to report all situations to their line manager or the person competent for health and safety which leave them at risk on any health and safety issue.

4.4 Individuals will be expected to report to their line manager or the person competent for health and safety on the effectiveness of existing control measures.

## **5. Monitoring & review**

5.1 The implementation and effectiveness of this policy will be monitored by the person competent for health and safety based on information received from individuals and line managers.

5.2 The policy will be reviewed by the board of directors annually or after a reported significant lone working incident.

KH 25 May 2016