

Guidance Note

Lone Working

Introduction

Lone workers are those who work by themselves, without close or direct supervision, this may be as part of normal work practices or an abnormal situation and could be for long or short periods. Lone workers may include teachers or premises managers.

Lone working is not inherently unsafe and with proper management, risk assessment and controls, risks can be suitably minimised.

Responsibilities

Head Teachers must:

- Ensure that all staff who work alone are identified, that hazards and risks are properly assessed and that suitable controls are put in place to minimise those risks.
- Prohibit any lone working where the risks are unacceptably high and should consider whether, if the task still needs to be completed, whether more than one person could perform it safely.
- Make staff aware of the outcome of risk assessments.

Employees must carry out their work in a safe manner and comply with the control measures identified in the risk assessment. If, on finding themselves in a lone working situation, risks are greater than those assessed, the line manager must be contacted for guidance.

Risk Assessment

Establishing safe working for lone workers is no different from organising the safety of other employees. Lone workers should not be at more risk than other employees and this may require extra risk control measures. It is important to consider the physical and mental attitude of the lone worker as they may not be suitable to work by themselves. Details of all factors to be considered when assessing the risks involved in Lone working are detailed in Chapter 14 of the Health and Safety Manual.

Management of Lone Workers

The risk assessment carried out will identify the control measures necessary to manage the risks involved for the lone worker, these may include, providing mobile phones, remote supervision, reporting completion of visits by staff, (consideration must be given to what happens if the person doesn't report in).

Whatever is done to reduce the risk the employee must be informed and if necessary trained on the measures to protect them.

Further Advice

For further advice and guidance please contact the Education Health and Safety team:

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