

Metanoia Institute Health and Safety Policy Lone Worker Element

Statement of Intent

This policy sets out Metanoia Institutes' aims for managing Lone Working.

The Institute has a legal duty to look after the health, safety and welfare of its employees. This includes a duty of care to reduce, as far as reasonably practicable, the risks associated with lone working within the workplace.

These duties are set out in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Safety Representatives Safety Committee Regulations 1977.

The Institute is committed to providing a safe place of work for all employees, clients, visitors, and contractors. We will ensure that lone workers are not exposed to additional or greater risk than any other workers. More specifically, we will ensure that lone workers are identified, hazards and risks are assessed and appropriate action is taken to reduce these risks.

DEFINITION OF LONE-WORKING

The Health and Safety Executive (HSE) defines lone workers as those who work by themselves without close or direct supervision.

This can be split into two main groups:

- Staff in fixed establishments, e.g. site agents, home workers, etc.
- Remote Staff working away from fixed base, e.g. drivers, healthcare professionals, social workers, public protection, etc.

There is no legal prohibition on lone working; however, employers must identify the hazards, assess the risks involved, and put measures in place to avoid or control the risks to lone workers.

Classification of Lone Workers and Risk Scale:

Category 1- Low-Risk

Staff working outside normal office hours within the office, library or similarly cleaners, caretakers, and security personnel.

Category 2- Medium Risk.

Open reception staff where close contact with visitors or clients is regular.

Practitioners working in rooms with clients where there is a risk of aggression and abuse.

In instances where staff cannot readily call on colleagues in the event of an adverse situation.

Category 3- High-Risk

Contractors working with electricals, chemicals or with plant machinery out or normal working hours unsupervised.

Metanoia Institute's Responsibilities

- Ensuring sufficient resources are made available for the identification and protection of lone workers.
- To put in place procedures and equipment to mitigate risk as far as reasonably practicable.
- To ensure lone workers are not at more risk than any other employees.
- To listen to lone worker concerns and try to resolve.
- To ensure safety equipment is in place and maintained.

Training and Monitoring should be given at regular intervals and after any incident. Risk assessments around lone working will be reviewed annually or following an incident to mitigate/eliminate further incidents.

Lone worker Responsibilities

- To ensure they follow safe working practices whilst on site.
- To report any concerns or problems they may have to the Facilities Manager and Line Managers.
- To make sure the safety equipment installed for their protection is used i.e. cameras, panic alarms, hand-held alarms, intercom systems and door barriers.
- Be aware of their surroundings always.
- Report any incidents, accidents or near misses immediately to the Line Manager or Facilities Manager on call.

Document Type	Policy Extra Element
Owner	Stephanie Holland Facilities Manager
Date Reviewed	26/02/2021
Approved by	