



Bridgwater & Taunton College Trust

Lone Working Policy

2020-2022

Signature of Andy Berry On behalf of sponsor		Date 15/10/20
Signature of Peter Elliott On behalf of Bridgwater College Trust		13/10/20

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POLICY STATEMENT

Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual member of staff and their managers have a duty of care to assess and reduce the risks which lone working present.

PURPOSE

This Policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation and to describe procedures, which will minimise such risks.

SCOPE

This Policy applies to staff who may be working alone at any time, in any of the situations described under the Definitions section below.

CONTEXT

Lone workers face the same risks as anyone else, as well as those directly related to their work. Within the BTCT overall policy relating to safer working practices, support for lone workers is essential and the same principles apply, in particular:

- a commitment to supporting staff and managers both in establishing and maintaining safe working practices
- recognising and reducing risk
- a commitment to the provision of appropriate support for staff with a clear understanding of responsibilities
- the priority placed on the safety of the individual over property
- a commitment to providing appropriate training for staff

DEFINITIONS

A lone worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no one to assist them and so a generic risk assessment is in place.

MANDATORY PROCEDURES

Personal Safety

- Staff must not assume that having a mobile telephone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction in risk.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
- Before working alone, an assessment of the potential risk involved should be made in conjunction with their line manager.
- Staff must ensure that their line manager is aware of when and where they will be working alone.
- BTCT will ensure that there is a robust system in place for signing in and out from work. It is the responsibility of colleagues to ensure that they adhere to this procedure.

- Staff, such as home support workers, who work to a pre-planned programme of visits, must inform their line manager if they deviate from that programme.
- Arrangements for contacts and response should be tailored to the needs and nature of the team. Issues to take into account include staffing levels and availability, the identified risks and measures in place to reduce those risks.
- Where staff work alone for extended periods and/or on a regular basis, line managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.

Assessment of risk

- In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:
 - the environment, location, security and access
 - the context – the nature of the task
 - the individuals concerned – indicators of potential or actual risk history
 - any special circumstances
- All available information should be taken into account and checked or updated as necessary.
- Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to making other arrangements to complete the task.
- Whilst resource implications cannot be ignored, safety must be the prime concern.

Planning

- Staff should be fully briefed in relation to risk as well as the task itself.
- Communication, checking in and fall back arrangements must be in place.
- The team manager is responsible for agreeing and facilitating these arrangements, which should be tailored to the operating condition affecting the team.

Reporting

- Should an incident occur, the reporting and debriefing should follow agreed guidance.
- The identified person should debrief, in the first instance, their line manager.

Lone Worker Device

- It is the line managers duty to ensure that each member of the team has access to a mobile telephone.

MONITORING AND REVIEW

The ongoing implementation of the Lone Working Policy will be monitored through the line management structure.

Lone working and risk assessment will be regular items for the Health and Safety Committee Meetings.

Any member of staff with concern regarding these issues should ensure that these are discussed with their line manager or the whole team as appropriate.

This Policy will be reviewed as part of the regular annual cycle of reviews unless changing circumstances require an earlier additional review.