

<p><b>Taff Rocks</b> <b>Lone Worker Health and Safety Policy</b> <b>April 2022</b></p>
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## **1. Introduction**

- 1.1. This Policy should be read in conjunction with the main Charity Health and Safety Policies.
- 1.2. Taff Rocks (“the Charity”) recognises and accepts its responsibilities to \_\_\_\_\_ (Trustee / Volunteer Name) under the Health and Safety at Work etc Act 1974 and its associated Regulations.
- 1.3. Work done by the Charity sometimes demands that staff work alone or in situations where help might not easily be available in an emergency.
- 1.4. The Charity accepts that its responsibility extends to when the Trustee / Volunteer is working alone and away from their normal base, and will ensure so far as reasonably practicable:
  - 1.4.1 the means to maintain a safe and healthy place of work;
  - 1.4.2 provision and maintenance of such equipment or tools as is necessary for the Trustee / Volunteer to carry out their work;
  - 1.4.3 safe access to and from the places of work, so far as is within the control of the Charity; and
  - 1.4.4 that adequate information and training is provided to the Trustee / Volunteer.

## **2. Definition of Lone Worker**

The definition of lone worker includes (but is not limited to):

- 2.1 people in fixed establishments where only one person works on the premises, e.g. in small workshops, kiosks, shops as well as home workers;
- 2.2 people who work separately from others in factories, warehouses, research and training establishments, leisure centres or fairgrounds;
- 2.3 people who work outside normal hours as cleaners, security, special production, night shift workers, maintenance and repair staff;
- 2.4 people who work away from their home base on construction sites, in plant installation, maintenance, cleaning work, electrical repairs, lift work, painting and decorating or vehicle recovery;
- 2.5 agricultural and forestry workers;
- 2.6 service workers who collect rents, postal workers, home helps, community nursing staff, pest control workers, drivers, engineers, estate agents, sales representatives and similar professionals visiting domestic and commercial premises.

## **3. General Health and Safety**

- 3.1 The overall responsibility for health and safety within the Charity lies with the Board of Trustees.

- 3.2 Each trustee has day to day responsibility for managing health and safety which includes staff members who work alone.
- 3.3 The responsible person will ensure that suitable risk assessments are carried out before any lone working begins, and that adequate control measures are implemented to reduce and/or manage any risks involved with lone working.
- 3.4 When carrying out the risk assessments, the responsible person will consider access and egress to the place of work, any physical fitness that may be required, any medical conditions the Trustee / Volunteer may have, whether there is a risk of violence or harm befalling the Trustee / Volunteer, whether the Trustee / Volunteer needs to use tools or machinery etc.
- 3.5 The responsible person will ensure that the Trustee / Volunteer is given all the training they need to be able to work safely in a variety of environments.
- 3.6 The responsible person will ensure that training records are kept.
- 3.7 The responsible person will ensure that Trustee / Volunteers' personal data, including information about their health, collected during lone working risk assessments is handled in accordance with the Charity's data protection policy.
- 3.8 Only those Trustee / Volunteers deemed 'competent' by the responsible person will be permitted to work unsupervised.

#### **4. Risk Assessments**

The person conducting the lone working risk assessment will:

- 4.1 give consideration to the greater risks to expectant mothers and young persons;
- 4.2 involve the Trustee / Volunteer who is working alone in the assessment process and the development of safe working methods;
- 4.3 advise the Trustee / Volunteer undertaking the lone working of the findings of the risk assessment;
- 4.4 maintain a file of all lone working risk assessments;
- 4.5 ensure that Trustee / Volunteers' personal data, including information about their health, collected during lone working risk assessments is handled in accordance with the Charity's data protection policy.

#### **5. Trustee / Volunteer's Duties:**

- 5.1 The Trustee / Volunteer \_\_\_\_\_ (Trustee / Volunteer Name) will ensure that any parts of their home designated as 'work' areas are maintained to professional standards.
- 5.2 Working with the Charity Health & Safety management, the Trustee / Volunteer shall ensure that any hazards inherent with their work activities are properly managed, and that the same protocols that would apply at the Charity's premises are implemented.
- 5.3 If any part of the work area becomes unsuitable by dint of the work process changing, damage or breakdown of equipment etc., or by the Trustee / Volunteer's physical needs, the Trustee / Volunteer must inform their line manager as soon as reasonably practicable.

- 5.4 The Trustee / Volunteer will inform their line manager of any incidents or safety concerns.
- 5.5 Where PPE is needed following a Charity Risk Assessment, the Trustee / Volunteer is required to use it.

**6. Emergency procedures**

- 6.1 No member of the Charity will be permitted to work alone without their immediate line manager (acting as their safety buddy) being fully aware of their whereabouts, and an approximate finishing time.
- 6.2 The Trustee / Volunteer will be required to contact their safety buddy at pre-agreed intervals
- 6.3 Should any Trustee / Volunteer fail to make contact as agreed the safety buddy will attempt to reach the Trustee / Volunteer by telephone
- 6.4 Should this be unsuccessful, the safety buddy will contact the names on the Client Safety lists or the Emergency services.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

**Trustee / Volunteer Name:**

**Role:**

**Work location:**

**Date:**

**Signature:**

**Name:**

**Position:** Trustee

**Date:**

**Signature:**