

LONE WORKING POLICY

REVIEWED: SEPTEMBER 2023 NEXT REVIEW: SEPTEMBER 2024

MANAGER: N BOOKER, Business Manager

Where our employees are required to work alone, e.g. out of normal hours or at remote locations, the Academy recognises that it has a duty to ensure so far as is reasonably practicable, that they are not exposed to excessive risk of injury or ill-health resulting from factors which would not normally occur when in the normal workplace.

Scope

All our normal policies and procedures apply to those employees required to work alone or away from the workplace, however we recognise that additional measures must be incorporated under these circumstances.

Assessment

The Academy will have in place an assessment process that applies to those employees working alone or away from the office. This will:

- Identify additional hazards arising from lone working.
- Evaluate the likelihood and severity of an injury or ill-health occurring.
- Where necessary additional control measures will be selected and put in place, over and above those applying in general.

Controls

In addition to normal systems of work, where employees are working away from their base, the following procedures must be followed:

- The employee will be provided with a communications device such as a mobile phone or pager.
- Details of the itinerary will be left at the office with details of contacts and telephone numbers.
- The employee should contact their manager at agreed intervals throughout the day and before moving to further appointments.
- If a threat of violence can be anticipated, the employee should be accompanied.
- Employees are instructed not to become involved in a potentially violent situation and if appropriate to leave.

Other additional controls may be put in place following an assessment of a particular task.

This policy will be reviewed annually or should a change occur to the legislation or best practice.