

Lone Worker Policy

The Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 requires us to provide a safe environment, safe equipment and safe working systems of work for all our employees and those working on our premises.

These requirements are applicable to all our work situations and in particular where staff are working alone in the building.

We define a Lone Worker as in any situation where a worker has no visual or audible contact with a second person that can provide assistance in case of accident, illness or other emergency. **No children will be in the Centre with the Lone Worker.**

We acknowledge that there may be an increase risk to health and safety of our employees, members and others working alone.

Centre Responsibilities

Risk assessments are to be undertaken to identify risk to the Lone Worker and the measures introduced to minimise risks wherever reasonably practicable.

Comprehensive information on the risks to their health and safety, including an induction covering the hazards, emergency procedures and the management controls for those risks will be given to all staff before being placed in a lone worker situation.

The centre agrees to ensure that CCTV is operational around the centre to safeguard staff members and that all Centre phones are working and accessible in every area.

Staff Team Responsibilities

Staff members intending to lone work within the Centre after hours or on a weekend can only do so with the permission of the General Manager. The General Manager, or a member of the management team, must be made aware of the times the worker will be arriving and leaving.

The worker must inform the General Manager, or a member of the management team, when they have arrived at the Centre and again when they are leaving the Centre.

During the time the worker is within the Centre, they must not undertake any task deemed high risk against the risk assessment.

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Staff shall ensure that they have read the lone worker risk assessment, co-operate with the arrangements as set out and with any safe system of work highlighted. Staff should also take reasonable precautions for their own health and safety and for others who may be at risk.

Any new hazards/risks or concerns must be reported to the General Manager to enable them to modify the risk assessment.

Cleaning contractors / out of hours maintenance contractors, must have their own lone worker policy.

This Policy reviewed on	16.05.2019
Signed on behalf of the Centre	Louise Fairbrass