

# **WEST GLOUCESTERSHIRE PRIMARY CARE TRUST**

This document supports the Trust Health and Safety Policy as it applies to

## **LONE WORKERS.**

Details of the arrangements for implementation are set out in the Health and Safety Policy.

### **Duties**

The Trust seeks to protect those staff who work alone and undertakes to, as far as is reasonably practicable, minimise the risks to the health & safety of its employees and those who may be affected by their activities.

- The definition of a "lone worker" concerns those who work by themselves without close or direct supervision.
- People in fixed establishments where: - only one person is working on the premises, they are segregated from others and/or working outside normal hours.
- Mobile workers, working away from their fixed base, as is the case with:- Trust domestics in outlying buildings, peripatetic staff within the general community, staff driving vehicles off site.

### **Managers' Responsibilities**

Managers have the responsibility to ensure the health & safety of all staff whether they work on or off the site or in other peoples' premises.

Managers will need to undertake risk assessments in situations where staff are "lone workers" in buildings or vehicles.

It is important when preparing risk assessments to consult with staff to produce the best solution and safest system of work

Managers must provide and communicate information, instruction, training, suitable supervision and any equipment identified by an assessment. These procedures will ensure that employees are all aware of the local protocols and safe work practices.

When an assessment places a high risk rating upon hazardous tasks, the

assessment must specify when it is no longer safe to be a lone worker and other procedures must be put into action.

Managers, through the risk assessment process, must provide instruction and information for: -

- Local back-up arrangements
- Emergency procedures
- Any equipment provided.

Managers, when undertaking risk assessments, will consider the transportation of goods in vehicles, and will consider all safety features and insurance issues.

Managers should make provisions for the immediate reporting of accidents/incidents as and when they occur, followed by investigations and recommendations to prevent recurrence.

### **Employees' Responsibilities**

Employees shall ensure that they read the local Lone Workers procedures, co-operate with the arrangements as set out and with any safe systems of work arrived at from appropriate risk assessments.

Employees shall take reasonable precautions for their own health & safety and for others that may be at risk. Any new hazards or high risks must be reported to the appropriate Manager or Supervisor to enable them to be modified.

Conform with the health & safety arrangements of any host organisation.

To ensure that staff whereabouts are known to Managers or other members of staff at all times, for your own safety and security.

Employers must make themselves available for any appropriate training to reduce the risks associated with lone working.

### **Monitoring and Review**

Hazards and risks are changeable, therefore it is the Managers responsibility to ensure that assessments are regularly reviewed and kept up to date. Safe

systems of work must also be reviewed.

Risk assessments may need reviewing in light of new specific legislation, because this document is governed by varying sets of Regulations.

### **References**

- The Health & Safety At Work Act
- Management of Health & Safety At Work Regulations

### **Review**

This document will be subject to review every 12 months, or if circumstances indicate it may no longer be valid.

The document will be amended in the light of review.

Date: January 2003