

FlexiMed Training Centre Policy

Lone worker Policy

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APPROVED CENTRE

Introduction

Lone workers spend some or all of their working hours alone for a variety of reasons:

They may work in an isolated location, be at a client's or customer's premises, work from home or may simply be working outside normal office hours. In any case, the centre recognises that working alone may involve an increased risk to the health and safety of its employees. As a consequence the centre has a policy that helps to ensure that it succeeds in its responsibility to manage the risks faced by its employees.

- Under the terms of the Health and Safety at Work Act 1974 the centre has a duty to ensure the health and safety of its employees as far as is reasonably practicable.
- The Management of Health and Safety at Work Regulations 1999 place a duty on the centre to assess the degree of risk in the workplace.

Aims of the Policy

- To ensure the safety of lone workers when exercising their duties in the absence of any colleagues or supervisors; and
- To ensure that the centre complies with all of its legal obligations.

Risk Assessments

The centre will carry out risk assessments on all types of work that are (or are likely to be) undertaken alone with particular regard when doing so to the following factors:

- Risk of Violence (particularly when handling money or dealing with the public);
- Equipment (must be suitable and safe for use by one person);
- Location;
- Materials (all materials used by suitable for use by one person); and
- Proximity to Help.

Procedures

All lone workers should adhere to the following guidelines when working alone:

- Avoid unnecessary out of hours working where possible.
- Notify the centre owner if you are intending to work outside normal hours.
- Familiarise yourself with your location, fire safety procedures and escape routes in the event of an emergency.

- Where possible ensure that you have keys to all entrances and exits and keep them locked at all times.
- Do not allow unexpected visitors in unless they carry sufficient identification.
- Familiarise yourself with the alarm system at your location.
- Ensure that you leave your contact details with the centre owner
- In the event that you feel unwell seek help immediately and if necessary call 999 or 112 and if possible notify the centre owner

Control Measures

- Checks of employees located within centre premises or property will be made every 4 hours
- Employees working elsewhere than on centre premises must call in every 4 hours (at the beginning, at lunch time and at the end of the day). Such Employees will also be provided with a first aid kit that they must ensure remains adequately stocked.
- All Lone workers will be provided with a mobile phone if they do not have their own, they must ensure they keep it charged and switched on while working.
- In the event of an emergency please contact the centre manager as well as the emergency services
- All lone workers must comply fully with this policy and with any complementary instructions received from the centre. Failure to do so may constitute a disciplinary offence.

In the event of an incident and the lone worker has failed to operate in line with the content of this policy, the company cannot be held liable for any adverse incidents.