**Lone Working Policy and Procedure**

1. **Scope and Purpose**

Ability Shetland will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary Ability Shetland will take all reasonable steps to ensure the Health and Safety and Wellbeing of employees working alone.

1. **General Principals**

* Emergency procedures are in place so that members of staff working alone can obtain assistance if required
* A risk assessment is completed by a competent person prior to employees working alone
* Any employee working alone is capable of undertaking the work alone
* Arrangements are in place so that someone else is aware of the lone workers whereabouts at all times
* Persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.
* Training records are kept

1. **Risk Assessment**

**The person conducting the lone working risk assessment will**

* Give consideration to the greater risks to expectant mothers and young persons
* Involve the employee in the assessment process and the development of individual safe working methods
* Advise the employee of the findings of the risk assessment
* Maintain a file of all lone working assessments

1. **Procedure**

**Employees working alone will**

* Follow the safe working arrangements developed by the organisation for lone working
* Take reasonable steps ensure their own safety
* Inform their manager of any incidents or safety concerns.

**References-**

Health and Safety at Work Act 1974

Management of Health and Safety /work regulations 1999

“Employers have a general duty under the Health and /safety at /work /act 1974 to ensure the health, safety and welfare of their employees as far as reasonably practicable, which includes providing safe systems, a safe place of work and sustainable arrangements for employees’ welfare.

Regulation 3 of the Management of Health and Safety at work regulations 1999 requires a suitable and sufficient assessment of risks arising from work activities (including lone working) to be undertaken.

Regulation 13 of the Management of Health and Safety at work regulations 1999 requires employers to consider the physical and mental capabilities of employees when deciding on the tasks they will undertake.

**In relation to a lone working risk assessment consideration should be given to:**

* The remoteness of the workplace
* Potential communication problems
* The likelihood of a criminal attack
* Potential for verbal and physical abuse
* Vulnerability of lone workers to feelings of isolation, stress and depression
* Whether all plant, equipment, materials etc. can be handled safely by one person
* Whether the person is medically fit and suitable to work alone
* How the lone worker will be supervised
* How the lone worker will obtain help in an emergency, such as assault, vehicle breakdown, accident or fire; and
* Whether there is adequate first aid cover