



# Onchan District Commissioners

## **LONE WORKER Policy and Guidance**

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March 2020	New	Chief Executive	1 of 25
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<b>History or Most Recent Policy Changes – MUST BE COMPLETED</b>		
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Version 2	March 2023	Updated

## **1. Introduction**

While many hazards at work are relatively straightforward to identify and control, other aspects of workplace health and safety are less easy to define. One of these aspects relates to the risks posed to 'Lone Workers'.

Although there is no general legal prohibition on working alone, the broad duties of Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 still apply. In these circumstances it is imperative that managers address those particular issues via the use of suitable and sufficient risk assessments.

This Policy links with and supports the Authority's Corporate Health and Safety Policy.

## **2. General Policy**

The Authority will, so far as is reasonably practicable ensure that:-

- Employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
- The risks to employees' health and safety are identified by suitable and sufficient risk assessments of the work activities, and where appropriate control measures are introduced to reduce the risk to an acceptable level or within statutory requirements.

## **3. Employee's Responsibilities**

Health and Safety is the direct concern of all employees at all levels, and they are charged under the Health and Safety at Work etc Act 1974 with a duty of care for their own safety, the safety of fellow workers, and of any other person affected by the Authority's activities.

Employees also have the duty to co-operate with the Authority to enable it to carry out its responsibilities. Therefore, the Authority looks to every employee to maintain continuous safety awareness, be alert to existing and potential hazards and the need to minimise and report them.

## **5. Equalities**

In line with the Equality Act 2017, consideration must be given to any specific identified needs of disabled employees.

## **6. Risk Assessment**

Line Managers are to ensure that suitable and sufficient risk assessments are carried out prior to lone working activities commencing. This process should identify the

hazards associated with specific lone working activities and will determine appropriate control measures which must be implemented.

Employees and Health and Safety Representatives should be involved in the risk assessment process as, in most cases, they will be aware of the hazards arising from work activities.

## **6. Information and Training**

Employees and others are to be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees are required to follow any safe working practices procedures or emergency measures put in place by the Line Manager. Where there are new or altered hazards the employee should make their own personal assessment of the risk..

All training and briefing records must be logged.

## **7. Violence, Aggressive and Threatening Behaviour**

Where Line Managers are responsible for employees who are identified during the risk assessment process as being exposed to the risk of violence, aggressive or threatening behaviour, reference should be made to the Policy on dealing with violence and aggression and departmental codes or practice/safe system of work.

## **8. Medical Fitness**

Consideration must be given to ensure that lone workers are medically fit to carry out the work.

## **9. Monitoring**

Line Managers are to monitor the effectiveness of the control measures implemented as a result of the Risk Assessment process to find out how successful they have been. This will allow Line Managers to identify those control measures and strategies that are not working, or which have unforeseen consequences, and modify or replace them where appropriate.