



Lone Working Policy

Approval: September 2017

Review: September 2020

NOTE: Emergency response actions have not been included in this draft – they must be devised specific to Wales Weightlifting Federation Ltd, agreed and implemented accordingly.

LONE WORKING POLICY AND PROCEDURES

Introduction

Establishing a safe working environment for lone workers will require considerations in addition to those for organising the health and safety of other employees or volunteers. It will often be safe to work alone, but the law requires employers to think about and deal with any health and safety risks before people are allowed to do so. However, there may be occasions when working alone would not be a safe option due to the heightened hazards. Any decision on lone working can only be made after the risk assessment has been undertaken.

All employees and individuals volunteering for your National Governing Body (NGB) may at one time or another find themselves unexpectedly in a situation where they are lone working. Accordingly everyone should be aware of and understand this policy and the associated procedures.

Lone working can be described as “work that is specifically intended to be carried out by unaccompanied persons, without direct supervision or immediate access to another person for assistance”. Lone workers should not be put at more risk than other people working for Wales Weightlifting Federation Ltd.

Lone working can occur:

- during normal working hours at an isolated location within the normal workplace
- when working outside of normal working hours

Lone working may expose employees/others to additional health and safety risks which do not present themselves in other circumstances. Through a process of risk assessment, significant risks must be identified and controls put in place to eliminate/reduce the risk. To achieve this, the co-operation of all involved is essential and requires all levels of management and individual employees/volunteers to work together to develop and implement local safe systems of work.

Things Wales Weightlifting Federation Ltd should consider to help ensure lone workers are not put at risk include:

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- assessing areas of risk including manual handling, potential for violence, the medical suitability of the individual to work alone and whether the workplace itself presents a risk to them
- requirements for training, levels of experience and how best to monitor and supervise lone workers
- making sure you know what is happening, including having systems in place to keep in touch with lone workers

Note: each set of circumstances are unique so this list is not exhaustive.

This policy and procedure aims to ensure the lone worker:

- has full knowledge of the hazards and risks to which he/she is being exposed
- knows what to do if something goes wrong

And, that another person:

- knows the whereabouts of the lone worker
- knows what he/she is doing and when they are due back
- will implement the agreed emergency response

Policy Statement

Wales Weightlifting Federation Ltd is committed to ensuring, so far as is reasonably practicable, that employees and volunteers/others who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

This policy is underpinned by Wales Weightlifting Federation Ltd Health and Safety Policy and where appropriate details of risks are included in Wales Weightlifting Federation LTD Risk Register.

Responsibilities

Overall responsibility for this policy lies with Wales Weightlifting Federation LTD **Board**. The Board's responsibility for ensuring implementation is managed through the Sport Manager. The Sport Manager may have appointed a **lead person for Health and Safety** within Wales

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Weightlifting Federation Ltd. If so appointed the liaison and review with individuals and line managers will be undertaken by that person, if not, the Sport Manager must undertake the liaison and review.

Line Managers are responsible for ensuring: -

- that employees/volunteers/others are aware of this policy and understand the methods and timing of reporting incidents
- risk assessments, local procedures are produced and that safe systems of work are adopted including emergency response arrangements
- that any lone working procedures and safe systems of work implemented are subject to regular monitoring and reviewing to ensure effectiveness
- that employees/volunteers/others receive appropriate information, instruction, training, supervision and equipment

Individuals must: -

- ensure they have all the necessary information, instruction and training to recognise the hazards and risks involved with working alone
- comply with policy and related procedures and co-operate with their line managers on all health and safety matters
- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work
- advise line managers of any concerns or risks
- attend appropriate training
- report all incidents of violence and aggression immediately
 - support colleagues who have been the victim of a violent incident or a witness to it
 - co-operate fully in any subsequent investigation of an incident
- follow safe working procedures including the use of safety/communications equipment
- know what to do if something goes wrong
- share their schedule in accordance with local arrangements with their line manager

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- report any incidents (*other than violence see above*), concerns about working alone, or faulty equipment to their line manager as soon as possible

Identification of Risk Factors

The risk assessment process should take into account the identification of hazards e.g. means of access and/or exit from a building, use of equipment, substances, environment, travel/route planning, communication, activity, individuals etc. [*See sample risk assessment sheet at the end of this document.*]

Risk assessments should be completed with the individuals who are involved in the task or process being assessed; they are the people who best understand the risks. Implementation of any mitigating actions must be discussed with all those involved before agreement is given, then documented in the lone worker risk assessment.

Lone working activities must be allocated to one of three risk categories, High, Medium or Low. [The types of control measures identified from the risk assessment will vary

depending on the type of work, location, experience of persons involved and local conditions (see examples below)

It is the duty of the individual employee/volunteer/other to carry out lone working activities in the way in which the risk assessment has shown to be the best to control the risk and to comply with safe systems and procedures.

The extent of the supervision of a lone worker is a management decision, which should be established through the risk assessment process. It should not be left to individual members of staff or volunteers to decide that they require assistance/supervision.

Control Measures

Once the risks of the lone working have been identified and assessed, control measures need to be introduced to reduce or eliminate the risks. Control measures may include:

- instruction, training and supervision
- issue of personal alarms
- issue of mobile telephones/radios
- diary at workplace showing work locations of lone employees during working hours and expected time of return
- procedures to ensure employees have finished work safely if they are not returning to the workplace
- procedures requiring lone workers to check in regularly by phone
- provision of portable first aid kits
- panic buttons for use in an emergency

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Communication

The risk assessment and control measures should pay particular attention to the process of communication. It is imperative that the line manager establishes a local system of communicating the whereabouts of individuals and that an emergency response system is agreed. All staff must be compelled to use the system once established. Examples might include the use of a notice board to identify who is **in** and who is **out** of the office; use of mobile telephone messaging to confirm when a lone worker after finishing work is not returning to the office; use of text/email to confirm safe return home if the lone worker has a home base. Emergency telephone contact details of a third person must be held for all lone workers, this person would be used as the “immediate check” if a lone worker was late reporting, (ideally the third person would reside with the lone worker).

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NGB EXAMPLE RISK ASSESSMENT

Date:
Assessed by:
Task: Lone Working
Approved by:
Review date:

Severity (S)	Likelihood (L)
1 No injury	1 Rare
2 Minor injury no treatment	2 Unlikely
3 Injury some treatment	3 Probable
4 Hospital treatment	4 Very likely
5 Severe injury/death	5 Certainty

Risk rating = Severity x Likelihood

15 – 25	High (H)
7 – 14	Medium (M)
1 – 6	Low (L)

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HAZARD	WHO MIGHT BE HARMED	RISK RATING	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?	RESIDUAL RISK
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following as a guide:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Slipping/tripping hazards <input type="checkbox"/> Noise <input type="checkbox"/> Electricity <input type="checkbox"/> Fume <input type="checkbox"/> Fire <input type="checkbox"/> Vehicles <input type="checkbox"/> Dust <input type="checkbox"/> Violence <input type="checkbox"/> Chemicals <input type="checkbox"/> Moving parts of machinery <input type="checkbox"/> Manual Handling <input type="checkbox"/> Work at height <input type="checkbox"/> Ejection of materials <input type="checkbox"/> Poor lighting <input type="checkbox"/> Pressure systems <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>Low temperature 	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected e.g.:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office staff <input type="checkbox"/> Machinery operators <input type="checkbox"/> Maintenance personnel <input type="checkbox"/> Cleaners <input type="checkbox"/> Contractors <input type="checkbox"/> Members of the public <input type="checkbox"/> People sharing your workplace <p>Pay particular attention to:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disabled persons <input type="checkbox"/> Young persons <input type="checkbox"/> Inexperienced staff <input type="checkbox"/> Visitors <input type="checkbox"/> Lone Workers 	<p>Prioritise risk as High, Medium or Low</p>	<p>Have you already taken precautions against the risks from the hazards you listed, for example: have you provided:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adequate information, instruction or training? <input type="checkbox"/> Adequate safe systems or procedures? <p>Do the Precautions:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet the standards set by a legal requirement? <input type="checkbox"/> Comply with a recognised standard? <input type="checkbox"/> Represent a good practice? <input type="checkbox"/> Reduce risk as far as reasonably practicable? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p>	<p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove the risk completely <input type="checkbox"/> Try a less risky option <input type="checkbox"/> Prevent access to the hazard (e.g. by guarding) <input type="checkbox"/> Organise work to reduce exposure to the hazard 	<p>Prioritise as High, Medium or Low</p>

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			You may refer to procedures, manuals, etc. giving this information.	<input checked="" type="checkbox"/> Issue personal protective equipment	
List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified: e.g. coach	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual Risk
Motor Vehicle Accident	Lone worker/other				
Safe Access and Exit	Lone worker/other				
Violence/Harassment	Lone worker/other				

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Venue Problems	Lone worker/other				
Accident/Occurrence	Lone worker/other				
Manual Handling	Lone worker/other				

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