

## Cotswolds Conservation Board

*Please note – for the purposes of this policy, ‘lone worker’ refers to employees and volunteers acting on behalf of the Board*

### LONE WORKING POLICY

1. The Cotswolds Conservation Board (CCB) recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulation 1999 and takes account of ‘Working Alone’ a HSE guidance note INDG73 (Rev 3). We recognise our duty to manage and assess lone working practices.
2. Working alone is not in itself against the law and it will often be safe to do so. We will consider carefully, and then deal with, any health and safety risks for people working alone.
3. CCB recognise lone workers as those who work by themselves without close or direct supervision.
4. CCB will control lone working risks by:
  - a. Involving employees and volunteers when considering potential risks and measures to control them.
  - b. Taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selected work equipment.
  - c. Giving instruction and training with appropriate levels of supervision.
  - d. Reviewing risk assessments periodically or when there has been a significant change in working practice or an accident/ incident.
  - e. Being aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied person.
  - f. Ensuring it is possible for tasks to be conducted safely by a lone worker and that assessments consider events such as someone becoming ill or injured whilst lone working.

And consider whether:

- g. The workplace presents a specific risk to the lone worker.
- h. There is a safe way in and out for one person, e.g. for a lone person working out of hours where the workplace could be locked up.
- i. Machinery is involved in the work that one person cannot operate safely.
- j. Chemicals or hazardous substances may be used that may pose a particular risk to the lone worker.
- k. The work involves lifting objects too large for one person.
- l. There is a risk of violence and/ or aggression.
- m. There are any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone.
- n. Special adjustments are required for people who are pregnant, under 18 or disabled.
- o. Suitable arrangements are in place to ensure clear communications, especially in an emergency.

5. Supervision and Monitoring

- a. CCB will provide appropriate levels of supervision depending upon a risk assessment of the task and the ability of the lone worker to identify and handle health and safety issues. For example, a person's level of competence – experience of the task and training.
- b. Managers will periodically observe people lone working to ensure the task is being conducted in accordance with risk assessment and operating procedures and ensure all persons are aware and understand precautions to be taken when lone working.

6. Precautions will reflect the degree of risk identified but will include:

- a. Ensure someone knows where you are and the time that you anticipate lone working (start and finish). Ensure that person knows if you change your plans.
- b. Take a charged mobile phone and let that person know when you have finished lone working.
- c. Be aware – trust your intuition.
- d. Be alert – be aware of your surroundings and changing conditions.
- e. Take action to avoid placing yourself in danger.
- f. Always report an accident/ incident/ near miss.

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