



# Tuition, Medical and Behaviour Support Service

## Lone Working Policy

<b>Adopted:</b>	June 2021
<b>Reviewed:</b>	September 2023
<b>Next Review:</b>	September 2024
<b>Responsibility:</b>	Greg Portman

## **Introduction**

TMBSS recognises that there may be occasions where employees are required to work alone and that there may be an increased risk to their health and safety whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them.

## **Definition**

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur

- During normal working hours away from a centre
- Outside normal working hours away from a centre
- Outside normal working hours in a centre

## **Legal Position**

TMBSS's duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974. Section 2 requires TMBSS to ensure, as far as is reasonably practicable, the health and welfare of our employees

## **Risk Assessment**

TMBSS's risk assessment will cover all work currently undertaken alone. Covered in this will be

- Risk of violence – all jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence.
- Equipment – all equipment used by lone workers will be assessed to ensure that it is suitable for use by one person
- Work at height – work at height will not be undertaken when working alone.
- Chemicals – any existing, or planned use of chemicals will be considered with regards to their suitability when working alone.
- The Worker – the medical fitness of workers working alone will be assessed
- Transporting of Students – if a member of staff needs to transport a student, a risk assessment will take place to take into account whether 2 members of staff will need to do transport

## **Communication**

Employees are advised to

- Carry a mobile phone at all times when lone working
- Communicate with named staff when arriving and when leaving a site
- Advise line manager in advance of any planned lone working sessions

## **Emergency procedures**

In the event of emergency or illness, the lone worker is to contact their named person, line manager or Head of service.

Employees are required to consider the weather conditions before travelling to any lone working venue.

### **Unacceptable lone working**

The following activities are not to be carried out by lone workers under any circumstances

- Working at height
- Carrying heavy items

### **Training**

Employees will receive training in safe working practices and are required to adhere to the TMBSS staff code of conduct.

Read in conjunction with the Lone Worker Protocol.

# Lone Worker Protocol

