

FXP-POL-HS-019 Lone Working Policy

19 February 2016

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**Falmouth Exeter Plus (FX Plus)
Lone Working Policy**

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FX Plus Lone Working Policy

1. Purpose

This policy addresses lone working for personnel of FX Plus on Penryn Campus and at Falmouth, Wood Lane, Campus. This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations.

2. Scope

It applies to all personnel who may find themselves in the position of being a 'lone worker'. This is a worker who may be working on their own in their normal

place of work or elsewhere and personnel who may be in a building occupied by others but separated from them.

3. Policy Statements

Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and Department managers have a duty to assess and reduce the risks which lone working presents.

Services are increasingly being offered on a twenty-four hour, seven-day basis, and some people may be angry, frightened, or under the influence of drugs or alcohol. Communication may be difficult, due to impairment or emotional state.

Within this document, 'lone working' refers to situations where staff in the course of their duties work alone on the Campus, or may be the only staff member present in an office or other establishment maintained by FX Plus. They may be physically isolated from colleagues, and without access to immediate assistance. This last situation may also arise where there are other staff in the building but the nature of the building or employment role itself may essentially create isolated areas.

Individual risks should be assessed prior to lone working taking place.

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

- the environment – location, security, access
- the context – nature of the task, any special circumstances
- the individuals concerned – indicators of potential or actual risk
- history – any previous incidents in similar situations
- any other special circumstances

Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

4. Responsibility and contact.

Department Heads are responsible for all work under their control.

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5. Review and amendment

Changes or additions to the Policy may be proposed by any member of staff, via their Director or Department to the Director of Estates Services.

Any substantive changes made to any of the documents in the set will be communicated to all relevant personnel.