



# Lone Working Policy

February 2020

<b>This document is relevant to:</b>	
Staff	✓
Volunteers	✓
Trustees	✓

<b>Policy Owner</b>	Chair of Trustees
<b>Date first adopted by Trustees</b>	February 2020
<b>Date this version approved</b>	February 2020
<b>Date for next review</b>	March 2022

## Change History

Version	Date	Author	Reason
1.1	July 20	Sheridan Hammond	Minor text amendments no substantive changes

## Reviewers

Name	Position
Penelope James	Chair of Trustees
Steve Inett	Interim CEO

***Consult the South Kent Mind website for the latest version of this policy.***



# Lone Working Policy

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## Policy Statement

South Kent MIND takes extremely seriously the health, safety and welfare of its entire staff. It recognises that some staff are required to work by themselves for significant periods of time without close or direct supervision in the community or in isolated work areas. The purpose of this policy is to enable South Kent MIND to meet its obligation to protect such staff so far as is reasonably practicable from the risks of lone working.

## Policy

South Kent Mind will comply with its obligations under the 1974 Health and Safety at Work Act (HASAWA '74) to maintain a safe working environment for all staff. Under this Act the employer is under a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all volunteers and employees are safeguarded (s.2 HASAWA '74).

Employees and volunteers in turn have a duty to ensure that by their own acts and omissions, they do not put at risk the health and safety of themselves or others. They must also co-operate with their employer to enable all statutory duties to be met (s.7 HASAWA '74).

## Arrangements for Securing the Health and Safety of Lone Workers

The Chief Executive will put into place a set of procedures to ensure the safety of lone workers. The procedures must be reviewed at least every two years.

Individuals are expected to follow the procedures and to use assessment and support planning processes to make a sensible judgement as to whether they consider it safe to work alone with a participant (or group of participants) in any given setting, including a re-appraisal of the risks when the situation changes.

Where individuals work alone they need to remain alert to their own safety and that of their colleagues. To do this they must:

- ensure they do not take unnecessary risks
- seek and follow advice from South Kent Mind
- follow all health and safety procedures
- comply with requests for information on their whereabouts from South Kent Mind

- report any incidents including threats and potentially dangerous situations
- make South Kent Mind aware of any relevant medical conditions
- familiarise themselves with the risk assessments and lone working procedures

In cases where staff are regularly and routinely working alone, the line manager for the individual staff member must undertake an individual role risk assessment on an annual basis. Safeguards may be put in place to counter the effects of working in isolation.

Where a significant risk to personal safety is identified, lone working should not continue until safe working practice has been discussed and agreed upon by the worker, the volunteer and their line manager. Individuals must NEVER undertake a visit where there is a known serious, unmanaged or unassessed risk to their personal safety.

## Responsibilities

The **Board of Trustees** are responsible for:

- ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- providing resources for putting the policy into practice
- ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.

The **Chief Executive** is responsible for:

- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone
- ensuring that all staff are aware of the policy
- taking all possible steps to ensure that lone workers are at no greater risk than other employees
- ensuring that risk assessments are carried out and reviewed regularly
- ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary
- managing the effectiveness of preventative measures through an effective system of reporting, investigations and recording incidents
- ensuring that appropriate support is given to individuals involved in any incident
- providing a mobile phone, and other personal safety equipment, where this is felt to be desirable.

**Employees, individual Trustees and volunteers** are responsible for:

- taking reasonable care of themselves and others affected by their actions
- following guidance and procedures designed for safe working
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- taking part in training designed to meet the requirements of the policy
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

## Associated Policies and Procedures

- Adult Safeguarding Policy and Procedure.
- Children and Young Person Safeguarding Policy and Procedure.
- Health and Safety Policy and Procedures.

***The equality impact of this policy has been considered and South Kent Mind believes that it complies with its commitment to equality as stated in its Equality Policy***