



# Cleveland Scouts

[www.clevelandscouts.org.uk](http://www.clevelandscouts.org.uk)

Acting County Commissioner: Ian Railton

Acting County Chair: Geoff Cox

**Cleveland Scout Council – Registered Charity number 505773**



## LONE WORKER POLICY

### Objective

To ensure the highest level of safety to those who are lone working

### Purpose

To enable the Scout Association to satisfy its legal obligations, and define acceptable safe working practices for persons to ensure personal safety at all times including working alone.

### Scope

This procedure relates to all work carried out in all situations. It will apply to work carried out by ourselves and those of sub-contractors within our control.

### Introduction

It is the policy of the Scout Association to take all reasonable steps to secure the health and safety of those persons working for the Scout Association including working alone.

The Scout Association acknowledges that health and safety hazards may arise when people work alone. It is the intention of the Scout Association to ensure that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all members.

### Duties and Responsibilities

Assess the situations and ensure safety of its members at all times. Where persons may be required to work alone, identity of a safe working procedure will be followed.

### WORKING ALONE- SAFE WORKING PROCEDURE

The policy on working alone is that it is not standard practice under normal circumstances; lone workers should not be exposed to significantly more risks than employees that work together.

The Supervisor in charge of the work situation where lone working is being considered must ensure that a risk assessment has been carried out in relation to the task to be undertaken, prior to any person being asked to work alone.

This will take into consideration the hazards that are present and those that are reasonably foreseeable.

Those hazards will incorporate emergency situations that may arise that will be detrimental to the wellbeing of the individual, cause damage to plant/equipment or give rise to an environmental incident. It may well be that the hazards are considered to be too great to allow lone working.

Communication in the event of an incident or emergency is often the most important of the considerations, this should be addressed satisfactorily. Constant access to telephone or radio Comutations may be sufficient, with agreed proactive communication at suitable intervals.

Periodic supervisory checks may also be considered. There is also available in the market place, sophisticated electronic communication equipment that is suitable for some situations. Some will activate a warning if not periodically cancelled by the lone worker, others are available that transmit an emergency alarm in the event of a pre-programmed period of inactivity of the lone worker.

The duration of the task is also important, as prolonged periods of working alone may increase risks or exacerbate others.

In the event of an emergency, the appropriate response must be available, within a reasonable time scale.

Access to adequate first aid facilities and first aid training.

Related documents

HSE- working alone guidance sheet