

Policy Statement



Lone Working

We are fully committed to ensuring the health, safety and welfare of all employees who have to work alone as part of their role. This can include a variety of situations, for example in the homes of service users, within the community where staff work alone, or within an office environment.

Staff will be supported to maintain their own safety when lone working through this policy and guidance, risk assessments and workplace practices, ongoing training awareness and regular support and supervision.

Sense Scotland will:

- Ensure that all workers are aware of the possible dangers they can face when they are lone working.
- Develop best practice in relation to staff maintaining their own safety and the safety of others.
- Ensure that all workers understand their responsibility to work to best practice standards to ensure that any risks are minimised.
- Ensure that all workers understand their obligations to report any concerns about personal safety to their manager or the Health and Safety representative.
- Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner.
- Provide opportunities for all workers to develop their skills and knowledge in relation to Health and Safety and the use and implementation of risk assessments.
- Ensure that appropriate levels of support and equipment are in place to enable staff to undertake lone working practices including the use of mobile phones, personal alarms, establishing on call support systems and ID cards.
- Endeavour to keep up-to-date with national and European developments in relation to both policy and good practice guidance on maintaining the safety of lone workers.

The relevant staff guidance is: Lone Working – Section 37 in Sense Scotland Health and Safety for Managers (August 2005).

Colette Scotson, HR Manager, is the designated person in relation to this policy.

Consultation method: circulation amongst members of the internal policy working group and HR working group on lone working, February 2006, with reference to external guidance, and circulation to SMG 26 May 2006.

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Available in other formats on request.

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