

Lone Working Guidance

This document is designed to assist staff in deciding if they are, or can be, classified as a lone worker and help to provide the relative guidance on where to find all relative information.

The Health and Safety Executive (HSE) defines lone workers as **“those who work by themselves without close or direct supervision”**.

This definition clearly covers those workers who carry out their work in isolation from others for significant periods, such as:

- Cleaners / domestic / general services / support staff
- Estates / Facilities staff
- Community Nursing and Midwifery Services
- Home ventilation services
- Working in confined spaces

Staff who drive alone for any significant periods or in circumstances that may give rise to significant risks, such as:

- Driving long distances
- Travelling at night
- Travelling in dangerous circumstances
- Staff travelling on public transport during the course of their duties

Preliminary audit of Lone Working, The purpose of the preliminary audit is to:

- Determine when and where lone working is taking place
- Determine who is working alone
- Determine what lone workers are doing
- Identify where lone working risk assessments are required

The GG&C Policy on Lone Working 2012 , details of which, can be accessed within Staffnet and can also be obtained through the link within the Management Manual.

Within the above Policy, and appendices, can be found relative information regarding guidance to assessments, hazard identification and examples of any actions to be taken as a result of the assessment.

It must be clearly understood, that due to the higher duty of care to all lone workers, all risk assessments, actions taken and controls put in place must be suitable and sufficient in the circumstances. Should any staff have concerns then the local Health and Safety Practitioner must be consulted.

There are also specific detailed Risk Assessment Forms (Appendix B) and Home and Community Risk Assessment- First visit forms (Appendix C). These must be completed by members of staff should there be any significant hazards identified and controls put in

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place. It is important that all relevant members of staff, within the department, are made aware and have ready access to this information.

The risk assessment process will also identify staff who require use of the Guardian 24 Lone Worker Security Service. Details of this service can also be found within StaffNet.

Suitable, relative and sufficient training can be provided locally, if required, by the Health and Safety Department on request.

Further guidance and information can be accessed from:

Details of your local Health and Safety Practitioner can be found on StaffNet.

http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Health%20and%20Safety/Corporate%20Health%20and%20Safety/Acute/Pages/HSA_Contact_KW_220909.aspx

NHS GGC Lone Working Policy

<http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Health%20and%20Safety/Corporate%20Health%20and%20Safety/Documents/Policies/Lone%20Working%20Policy.pdf>

NHS GGC Management of Violence & Aggression Policy

<http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Health%20and%20Safety/Corporate%20Health%20and%20Safety/Documents/Policies/Management%20of%20Violence%20and%20Aggression%20Policy.pdf>

Health & Safety Executive Working Alone Guidance

<http://www.hse.gov.uk/pubns/indg73.pdf>