

Working Alone

The County Council's policy is to avoid the need for employees to work alone where possible.

Where this is not possible, lone working **MUST** be considered as part of any relevant risk assessments to identify the measures necessary to minimise any risks.

What is working alone?

Lone workers are those who work by themselves (or small groups) without close or direct supervision. They are found in a wide range of situations.

Some examples are:

People in fixed establishments where:

Only one employee or small group working on the premises, e.g. in small offices, homeworkers

Employees work separately from others, e.g. home working, remote work areas in schools

Employees who work outside normal hours, e.g. caretakers, cleaners, teachers, security personnel and others who may work early or late to meet workload demands

Mobile workers working away from their fixed base:

Example of workers who are away from a fixed bases are (but not limited to):

- Homecare workers
- Occupational therapists
- Social workers
- Rights of way officers
- Countryside Workers
- Professional drivers
- Engineers
- Technicians, and
- Any similar professionals surveying, inspecting or visiting construction sites, domestic and commercial premises.

Transport and Travel

Employees could also be classed as “lone working” when travelling for duties, i.e. driving their own, pool or hire vehicle to meetings or sites, walking or using public transport, etc.

This element must also be included within the lone working risk assessment, identifying what controls measure will be implemented to ensure employees are reached their destination safety.

It also needs to detail what escalation process is in place if an alert or cause for concern is identified i.e. a simple confirmation email, text or call to a relevant manager or colleague, the use of a lone worker device or digital white board, emergency contacts, next of kin details, etc.

When can't employee's work alone?

Some activities may present risks that mean at least one other person may need to be present. The risk assessment process will help identify these activities within your service area, examples include:

- Working at heights
- Meetings with persons with violent tendencies
- Providing services e.g. in areas where violent and abusive persons are likely, manual handling tasks beyond individually capabilities
- Confined space working
- Electrical work at or near exposed live conductors

An example of a Lone Working Risk Assessment can be found here:



Example of Lone
Working Risk Assessn

It should not be used as it is, due to it not being personalised to your needs, but could be used as a starter.