



YMCA **Wales** Community College



Lone Working Policy





1. Policy Statement

All employers have a legal duty under section 2 (1) and 3 of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practical, the health, safety and welfare at work of their employees and others who may be affected by the Employer's work.

Given the nature of the services provided by the College, employees may at times find themselves in situations where they are working alone. The College recognises that in such situations employees may be concerned about risks to their personal safety, and seeks to minimise this by ensuring that all employees are aware of the potential for problems, as well as how to minimise the risks when working alone.

The College takes this responsibility extremely seriously and has devised this policy (and procedures) to ensure the safety of employees whilst working on College business. All individuals also have a responsibility to ensure their own safety and those of others. All employees should read this policy (and procedures) and raise any concerns with the Head of College.

2. Other Relevant Policies and Procedures

This policy and procedure should be read in conjunction with the College's other related policies and procedures. These are:

- Health and Safety Policy
- Stress Policy
- Tutor file /contract

3. Application of Policy

This Policy and associated procedure applies to all employees of the College. All employees must follow this policy (and procedures) to protect their own health and safety, as well as the safety of others. Employees should not put themselves at risk when lone working.

4. Objectives of Policy

The College will take all reasonable steps to reduce the risk of injury or ill health resulting from lone working. As part of this process the College will assess the potential risk with the aim of reducing the risk at source.

It is not reasonably practicable to eliminate lone working; therefore the College is committed to providing control measures that will reduce risk.

This policy sets out what measures the College will take to ensure that lone working does not pose a significant risk to College employees or anyone else who might be affected by its activities.

5. Informing Employees

The Head of College is responsible for ensuring that all employees are provided with a copy of this policy (and procedures) to read and understand.

Where appropriate, team meetings will take the opportunity to discuss the requirements of this policy (and procedures) to ensure all employees understand and are aware of the consequences of failing to follow College instructions.

All employees will be made aware of Health and Safety training opportunities

6. Risk Assessment

When any type of lone working is anticipated, a careful assessment of the associated risks must be carried out. This should be done using the standard risk assessment procedure contained in the Health and Safety Policy.

Standard risk assessment:

A risk assessment will be carried out by the Health and Safety Advisor before the commencement of a course to include the risks associated when lone working evenings and weekends.

Employees are required to conduct ongoing health and safety checks throughout the duration of the course.

All employees are offered support and training to complete risk assessments for lone working.

7. Off-Site Course Delivery or Alone in the Office

It is important that the same Health and Safety arrangements are in place for all College work undertaken by employees.

Safety and security of non-college buildings and premises:

Unless otherwise agreed it is the responsibility of the Partner organisation to open and secure buildings and premises where College courses are delivered.

If College employees have any concerns regarding the safety and security of non College buildings they should raise their concerns with the nominated Provision Development Manager (PDM) who will liaise with the Partner organisation.

8. Lone working at the College Llanishen Office:

As with any potential lone working situation a comprehensive risk assessment will be completed, and appropriate systems put in place to ensure the safety of employees is in place.

8. Full time Employees Working Out of Centre and / or Out of Hours

All full time employees must complete a weekly timesheet which will be displayed at the College's offices in Llanishen.

The time sheet should indicate the following:

- whether or not the employee will be attending the office on the specified day, in particular whether or not they will be returning to the office at the end of the working day;
- details of where the employee will be on that day, including an address for the venue and approximate timings of the meeting / visit.

9. Checklist for Lone Working:

- conduct risk assessments for all lone working situations before engagement of activity
- ensure all employees engaging in any form of lone working are familiar with the lone working policy and procedures.
- ensure employees appreciate and take responsibilities for their own safety seriously
- report any incident using the College Accident and Incident Reporting Form.
- only park in well lit areas if it is likely to get dark before the training/meeting concludes.

If employees feel insecure in a lone working situation they should contact the Head of College immediately on 029 20755444 during office hours and on 02920595106 at evenings and weekends.

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