

Black Sluice Internal Drainage Board

Policy No: 25

Lone Worker Policy

Review Dates:

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1 INTRODUCTION

- 1.1 Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.
- 1.2 Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.
- 1.3 These responsibilities cannot be transferred to any other person, including those people who work alone.
- 1.4 Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

2 REGULATIONS

- 2.1 The duties placed on employers and employees by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 are still applicable to lone workers. Employers have a requirement to identify the hazards presented by the work, the risks involved and the introduction of remedial measures to avoid or reduce the risk.
- 2.2 In accordance with the regulations mentioned above, Risk Assessments will be carried out by a competent person to identify the possible hazards before working alone, for example working below overhead cables, working adjacent to water, working with electricity, working in the open. The risk assessment will take into account foreseeable emergencies such as fire, equipment failure, ice, illness and accidents, as well as more job specific factors.
- 2.3 Persons will only be required to work alone if they are considered fit, healthy and competent to deal with the foreseeable risk and the precautions required for the job.
- 2.4 Management will maintain regular communication with the lone worker. In addition, the employee has the responsibility to keep in regular contact with their supervisor and to not take unnecessary risks in order to complete a job alone, this will be detailed within the risk assessment.

3 BOARD PROVIDED WORKER DEVICES

- 3.1 Any employee lone working will be issued with a mobile telephone that has the Peoplesafe Lone Worker Application (App) installed.
- 3.2 On commencement of work for the day the telephone is to be switched on, GPS location set to 'on' and the Man Down Function turned on in the Peoplesafe App, the Peoplesafe App will automatically begin to log locations.
- 3.3 On commencement of lone working, the user is to log an activity in the Peoplesafe App and a time the lone working is expected to be completed logged with the monitoring station.
- 3.4 On completion of lone working the previously logged activity is to be completed. A warning that the timed session is about to end will be received, from there it can be cancelled, or the session extended.
- 3.5 If the time on the logged activity runs out, with no further action as outlined in 3.4, an alarm will automatically be triggered.
- 3.6 The monitoring station will try to contact the employee to establish their welfare. If this should be unsuccessful they may activate the phones microphone to try and establish the situation to take appropriate further actions. In all cases the monitoring station will escalate to the Board's Officers in the following order;
 - a) Works Supervisor
 - b) Works & Engineering Manager
 - c) Operations Manager
 - d) Chief Executive
 - e) Finance Manager

The above course of action is activated by:

- a) "Man Down" situation activated by the phones sensors and not cancelled
- b) A panic alarm activated by pressing the power button a number of times (the number of times required to raise an alarm is at the discretion of the user and can be from four to ten times).
- c) An escalation as per Para 3.5
- d) Clicking the SOS Alarm on the app (requires 3 second press and hold)