

Lone Working Policy

Company Name:	Education Placement Group Limited and subsidiary companies including Supply Desk Limited, Teach In Limited and Qualified Schools Limited ('the Company')
Topic:	Lone Working
Date:	May 2019
Version:	7

1. POLICY STATEMENT

- 1.1 Education Placement Group and its subsidiary offices have a general policy of no lone working. However, due to the branch based nature of the business this is not always possible.
- 1.2 Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Company a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

2. LONE WORKING

'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises
- People working outside normal office hours

Those working away from their fixed base where:

- One worker is making a home visit to an individual
- One worker is working from their own home.

3. LEGAL OBLIGATIONS

We have a legal duty to take reasonable care to ensure that your health and safety is not put at risk by lone working.

This policy takes account of our obligations under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, Protection from Harassment Act 1997, Working Time Regulations 1998 and Equality Act 2010.

4. AIMS OF THE POLICY

4.1 The aim of the policy is to: -

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and on-going way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that appropriate support and training are available to all staff equipping them to recognise risk and providing practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

5. RESPONSIBILITIES

5.1 Our board of directors (the board) has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The board has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the HR Department.

5.2 However, all members of staff are responsible for the success of this policy and must ensure that they:

- (a) Familiarise themselves with the policy and act in accordance with its aims and objectives.
- (b) Plan and organise their work to meet personal and organisational objectives.
- (c) Speak to their manager if they experience or are aware of a situation that may lead to lone working.

- 5.3 The Facilities Manager will have responsibility for informing all staff of this policy and their role in its implementation. Further copies are available from the Human Resources Department.
- 5.4 The Facilities Manager should be able to help with any questions concerning the operation of this policy.

6. MONITORING AND REVIEW OF THIS POLICY

- 6.1 This policy is reviewed annually by our board and the HR Department.
- 6.2 We will monitor the development and dissemination of good practice, the recognition of the symptoms of stress, awareness of and effectiveness of this policy to ensure it is achieving its stated objectives.