

WITHAM AND HUMBER DRAINAGE BOARDS

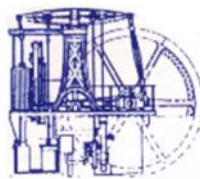
Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

www.witham3idb.gov.uk

Lone working policy

Background	Witham and Humber Drainage Board recognise that some staff may have the requirement to work by themselves for significant periods of time in isolated work areas and often out of normal working hours and in all weather conditions. The purpose of this policy is to protect staff, so far as is reasonably practicable, from the risks that are associated with lone working, violence and aggression.
Statement	Witham and Humber Drainage Board take the health, safety and welfare of all staff very seriously. Lone working environments present unique health and safety challenges. Although there is no specific legal guidance on working alone, under the Health and Safety at Work etc. Act (1974), and the Management of Health and Safety Regulations (1999), the 4 Boards' must organise and control the health and safety of lone workers. All incidents including near misses pertaining to lone workers should be reported.
Responsibilities	<p>The Chief Executive is responsible for:</p> <ul style="list-style-type: none"> • Promoting and supporting the aims and objectives of this policy; • Making sure that there are arrangements for identifying, evaluating and managing risk associated with lone working; • Making sure that there are arrangements for monitoring incidents linked to lone working and that the board reviews the effectiveness of the policy. <p>Compliance with the policy will be the responsibility of all who work alone as part of their duties. All incidents including near misses pertaining to lone workers should be reported Incident Reporting Procedure.</p>
Training	As part of Induction program. Managers, Supervisors, Foreman and all staff have access to awareness training as appropriate.
Dissemination	Board Website
Resource Implication	The safety of our staff is paramount as they provide our service. The Boards are always looking to find out new and innovative ways to make use of available technology and appropriate management tools to ensure the safety of our staff, especially those staff working alone.
Approval date	July 2020
Review Date	3 yearly

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1. Introduction

- 1.1. Witham and Humber Drainage Boards will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.
- 1.2. Working alone is not itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and address any health and safety risks for people working alone.
- 1.3. Witham and Humber Drainage Board 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. 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.
- 1.5. Solitary working exposes employees and others to certain hazards. The Board's objective is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to a minimal level.

2. The Hazards of Working Alone

- 2.1. Members of staff who work alone face the same hazards in their daily work as other employees. However, for lone workers, the risk of harm may be greater. Hazards facing lone workers include:
 - Violence and personal safety are a greater risk for Witham and Humber Drainage Boards' employees
 - Fire may pose difficulties for an isolated worker, when evacuating a building in the event of fire alarms activation;
 - Lifting and handling tasks may pose more risk to an individual member of staff.
- 2.2. In practice, the lone policy will apply to all staff who may undertake work alone including the following;
 - Undertaking work within isolated areas;
 - Undertaking work within known high risk areas;
 - Working alone at base;
 - Times when employees are travelling between site/homes/offices;

3. This policy aims to:

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of working alone is assessed in a systematic and on-going manner, and that safe systems and methods of work are put in place to eliminate risks to staff working alone or to reduce those risks to the lowest practicable level;
- Ensure that appropriate training is available to staff in all areas, that equips them to recognise risk and provide practical advice on safety when working alone;
- Ensure that appropriate support is available to staff who have to work alone;
- Encourage full reporting and recording of all accidents/incidents relating to lone working;

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- Reduce the number of incidents and injuries to staff related to lone working;
- Ensure the 4 Boards' take action against those people who harass, abuse or assault their staff;
- Ensure that the 4 Boards' comply with relevant health and safety legislation and best practice

4.0 Senior, Line Managers and supervisors are responsible for:

- The operational management of health and safety in their areas of responsibility
- Promoting and supporting aims and objectives of this policy;
- Ensuring that all staff are aware of the policy;
- Identify staff who are lone workers or occasional lone workers;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Assessing the need for working alone;
- Ensuring that staff are aware of the risks of lone working, and the arrangements/protocols in place to reduce risks to lone workers;
- Putting procedures, devices and/or safe systems of work in to practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training; including training at induction, updates and refresher training as necessary;
- Ensuring that appropriate support is given to staff involved in any incident recording, reporting and investigating any incidents involving a lone worker, and making recommendations to prevent recurrence;
- Ensuring mechanisms are in place to account for, and trace, the whereabouts of lone working employees and that these systems are regularly checked.

5.0 All members of staff are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Familiarising themselves with relevant health and safety policies and procedures;
- Co-operating by following rules and procedures designed for safe working;
- Considering and assessing potential risks to their health and safety;
- Record any issues as near misses as this then keeps the number of methods or reporting to minimum;
- Reporting all incidents, difficulties or risks arising from lone working, however minor they may be, to their line manager, even if they do not wish any further action to be taken. Failure to report an incident may put others at risk;
- Attending all training designed to meet the requirements of the policy;
- Reporting any dangers they identify or any concerns they might have in respect of working alone or the safe working arrangements;
- Maintaining an up to date diary of their appointments, that is accessible to others whilst they are out working alone;
- Not interfering or misusing anything provided for their, or others, safety.
- Being certain of four important things:
 1. That they have full knowledge of the hazards and risks to which they are exposed;
 2. They have all necessary required equipment for the task;
 3. That they know what to do if something goes wrong;

4. That someone knows their whereabouts, what they are doing, and when they are due back.

6.0 Arrangements for securing the health and safety of workers

- 6.1 Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations 1999 will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or way out, plant, machinery, goods, substances and environment, etc. Particular consideration will be given to:
 - the remoteness or isolation of workplaces
 - any problems of communication
 - the possibility of interference, such as violence or criminal activity from other persons
 - the nature of injury or damage to health and anticipated "worst case" scenario.
- 6.2 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, ice, illness and accidents, as well as more job specific factors.
- 6.3 Employees 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.
- 6.4 Management, supervisor, foreman, colleague (job specific) 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.

7.0 Information and training

- 7.1 Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.
- 7.2 Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures.
- 7.3 All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

8.0 Safe system of work

- 8.1 The Board have developed processes and instructions, to cover the following:
 - 8.1.1 required ability of employees, e.g.
 - professional training

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- qualifications and experience
- full knowledge of work planned
- medical fitness

8.2.2 suitability of equipment, e.g.

- quality of hand tools
- adequate level of appropriate personal protective equipment supplied by the Board
- insulation of portable lighting and other portable electrical appliances

8.2.3 duty e.g.

- compliance with all job instructions
- avoidance of non-authorised or non-risk assessed work

8.2.4 means of communication, e.g.

- mobile telephone
- Buddy system
- regular or occasional visits by competent person

8.2.5 provision for treatment of injuries, e.g.

- portable first aid kit
- availability of first aider/emergency response

8.2.6 emergency and accident procedures, e.g.

- means of summoning help
- means of raising alarm
- rescue plans and equipment
- fire-fighting equipment

8.2.7 training, e.g. for safe use of specialised equipment and processes

8.2.8 supervision, e.g. for trainees, or new employees, who must be confirmed as competent to work alone before supervision is reduced to the level of regular or occasional visits.

9.0 Defined working limits

- 9.1 The Board will establish clear procedures to set limits of what can and what cannot be done while working alone. The general precautionary principle of not carrying out work if in doubt is advocated and employees should contact their supervisor for instruction.

10.0 Summary

- 10.1 Working alone can bring additional risks to a work activity. The Board has developed policies and procedures to control the risks and protect employees, and employees should comply with them.

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10.2 Apart from employees being competent in doing the job on their own, the three most important things to be certain of are that:

- the lone worker has full knowledge of the potential hazards and risks to which he or she is being exposed
- the lone worker knows what the task entails and what to do if something goes wrong
- a suitable person knows the whereabouts of a lone worker and what he or she is doing.