

PAIGNTON SEC INFO TECH TRAINING CENTRE LTD



LONE WORKER POLICY

In accordance with the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999 and with the intention of complying with all further Health and Safety legislation.

The partners of Paignton Sec recognise that some staff are required to work by themselves while working away from the college and on some occasions working alone within the college and that Paignton Sec has an obligation to protect these staff from the risks of lone working.

This policy is provided for use of all staff in their day-to-day work. This policy also covers work experience workers and contractors where appropriate whilst working on college business within the terms of their employment.

The aim of the policy is to;

- Increase staff awareness of safety issues relating to lone workers.
- Ensure that the risk of lone working is assessed and that safe systems of work are put in place to reduce the risk so far is reasonably practicable.
- Ensure that appropriate training and advice is available to all staff so that they recognise risk to their health and safety when working alone.
- Ensure that appropriate support is available to staff who have to work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working in order to reduce the risk to lone working.

Employers Responsibility

It is the responsibility of the partners of Paignton Sec to ensure that there are arrangements for identifying, evaluating and managing risk associated with lone working. To provide training and resources for putting the policy into practice, and to ensure that there are arrangements for monitoring incidents linked to lone working, which will then be reviewed to assess the effectiveness of this policy.

Employees Responsibility

It is the responsibility of the employees to take reasonable care of themselves and others affected by their actions. They should co-operate by following rules and procedures designed for safe working.

NVQ Assessors using their own cars or other forms of transport must supply the company with a copy of their insurance certificate and if the vehicle is over 3 year old a copy of their MOT certificate.

They must make the college aware of their planned visits and appointments for each day by completing the online diary. If their planned locations for the day change during the course of the day then the college must be notified of these changes as soon as is reasonably practicable either by telephone or by email.

They should report all incidents that may affect the health and safety of themselves or others and report any dangers or potential dangers that they identify or any concerns they might have in respect of working alone and ask for guidance as appropriate.

Staff must report all incidents where they feel threatened or 'unsafe' (even if this was not a tangible event/experience). This includes incidents of verbal abuse.

They should take part in training designed to meet the requirements of the Policy.

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| Signed | | Date | |
| | P J Garrigan, Principal | | |
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| | J P Flood, Vice, Principal | Review date | February 2010 |