

Lone Working Guidance

This document is designed to assist staff in deciding if they are, or can be, classified as a lone worker and help to provide the relative guidance on where to find all relative information.

The Health and Safety Executive (HSE) defines lone workers as **“those who work by themselves without close or direct supervision”**.

This definition clearly covers those workers who carry out their work in isolation from others for significant periods, such as:

- Cleaners / domestic / general services / support staff
- Estates / Facilities staff
- Community Nursing and Midwifery Services
- Staff members who drive alone for any significant periods or in circumstances that may give rise to significant risks, such as:
 - Driving long distances
 - Travelling at night
 - Travelling in dangerous circumstances
 - Staff travelling on public transport during the course of their duties
 - Preliminary audit of lone working, the purpose of the preliminary audit is to: Determine when and where lone working is taking place; determine who is working alone; determine what lone workers are doing; identify where lone working risk assessments are required.

The GJF Policy on Lone Working is available via Share Point.

Within the above Policy, and appendices, relative information can be found regarding guidance to assessments, hazard identification and examples of any actions to be taken as a result of the assessment.

It must be clearly understood, that due to the higher duty of care to all lone workers, all risk assessments, actions taken and controls put in place must be suitable and sufficient in the circumstances. Should any staff have concerns then the Health and Department can be consulted.

There is also a specific detailed Risk Assessment Form. This must be completed by the relevant department manager should there be any significant hazards identified and controls put in place. It is important that all relevant members of staff, within the department, are made aware and have ready access to this information.

Suitable and sufficient training can be provided locally, if required, by the Health and Safety Department on request.

Please contact the GJF Health and Safety Department for further information and guidance.