



Policy & Procedure Title:	Lone Working
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Policy Contact/Author:	Health & Safety Officer
Service Area Approval:	Neil Lewis
Chief Officer Approval:	DCC Kelly
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Supporting Documents:

APP Guidance:

This Policy has been checked against APP and there is none in relation to the subject matter of this Policy.

1.0	POLICY AIMS
1.1	<u>Introduction</u>
1.1.1	This procedure is directly linked to the Health and Safety Policy and Procedure. The purpose of this procedure is to make sure there is robust process in place to ensure the health and safety at work of lone workers within Gwent Police
1.1.2	This process includes the identification of lone workers, the undertaking of associated risk assessments and the application of control measures designed to reduce risks to lone workers.
1.1.3	In all cases where there is a requirement for lone working, it is the responsibility of the line manager to: <ul style="list-style-type: none">a) assess the risks to lone workers,b) identify any necessary control measures to avoid or minimise risk,c) implement any necessary control measures to avoid or minimise riskd) ensure lone workers receive appropriate instruction, training and equipment etc.
1.1.4	The desired outcome is that Gwent Police can operate in an effective and efficient way through the appropriate use of lone working whilst ensuring the health and safety of police officers and police staff and persons working on behalf of Gwent Police.
2.0	PROCEDURE
2.1	<u>Aims</u>
2.1.1	This procedure is designed to ensure that a process is in place to proactively protect police officers and police staff from any risks associated with lone working by: <ul style="list-style-type: none">a) recognising the circumstances in which police officer, police staff or contractors are engaged in lone working;b) raising awareness of the issues related to lone working;c) ensuring appropriate risk assessments takes place;d) ensuring suitable control measures are put in place to eliminate or reduce any identified risks;e) ensuring that appropriate training is available to all personnel in all areas that equips them to recognise risk and provide practical advice on safety when working alone;f) ensuring that suitable support is available to personnel who are required to work alone;

	<p>g) ensuring appropriate consultation takes place with lone workers and their representatives; enabling full reporting of incidents relating to lone working so that the effectiveness of the Procedure can be reviewed.</p>
2.1.2	<p>This procedure relates to police officers, police staff and persons working on behalf of Gwent Police such as voluntary workers and contractors.</p>
2.1.3	<p>It is recognised that there are many work roles where lone working may be necessary and in a number of cases e.g. patrol these will be covered by generic risk assessments. These reasons may include:</p> <ul style="list-style-type: none">a) Those who work alone on police premises e.g.<ul style="list-style-type: none">i) Station Enquiry Officersii) Receptionistsiii) Vehicle maintenance personnel working in an area isolated from the main buildingiv) People working outside of normal working hoursv) Voluntary workersvi) Contractorsb) Those who work away from their fixed base e.g.<ul style="list-style-type: none">i) Police Officersii) Police Community Support Officersiii) Crime Scene Investigatorsiv) Coroners Liaison Officersv) Any person who undertakes visits or attends meetings, seminars, conferences in the communityvi) Voluntary Workersvii) Agile workersviii) Business Support Staffc) People who are home workersd) Contractors working on behalf of Gwent Police in buildings or areas of buildings which are under our control.
2.1.4	<p>In all cases where there is a requirement for lone working, it is the responsibility of the</p>

	<p>line manager to:</p> <ul style="list-style-type: none">a) assess the risks to lone workers, involving them in the risk assessment processb) identify any necessary control measures to avoid or minimise risk,c) implement any necessary control measures to avoid or minimise riskd) ensure lone workers receive appropriate instruction, training and equipment etc.
2.1.5	<p>Guidance on undertaking a risk assessment for a lone worker is set out in Appendix B of this procedure. Further guidance can be obtained from the Health and Safety intranet site, Business Managers and Safety Representatives</p>
2.1.6	<p>Where an accident or other incident takes place involving a lone worker it must be reported using Gwent Police Report of an Accident / Injury / Assault / Dangerous Occurrence or Near Miss Form F2508 form. In any subsequent investigation consideration should be given to understanding if lone working was a contributory factor and whether further control measure are necessary to avoid or minimise future risk. Forms are available from the Health & Safety intranet page http://intranet/support/uniform_ops/human_resources/hs/aidonmr/</p>
2.2	<p><u>Administration</u></p>
2.2.1	<p>Blank Risk Assessment forms can be obtained via the intranet http://intranet/support/uniform_ops/human_resources/hs/riskassess/</p>
2.3	<p><u>Individual Roles and Responsibilities</u></p>
2.3.1	<p>The Head of Human Resources is responsible for:</p> <ul style="list-style-type: none">a) Ensuring there is a process in place for identifying, evaluating and managing the risks associated with lone working.b) Ensuring there are arrangements for monitoring incidents linked to lone working and that the effectiveness of the procedure is regularly reviewed.c) The provision of training for Lone Workers
2.3.2	<p>The H & S advisor is responsible for:</p> <ul style="list-style-type: none">a) Providing specialist advice and guidance regarding Health and Safety Issues.
2.3.3	<p>Line Managers are responsible for:</p> <ul style="list-style-type: none">a) Ensuring that written role and task risk assessments are carried out and reviewed regularlyb) Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;

- c) Ensuring that individuals identified as being at risk are given appropriate information, instruction and training;
- d) Ensuring that response arrangements are clear, workable and appropriate support is given to those involved in any incident;
- e) Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents; Ensuring that Lone workers are suitably experienced, have received suitable supervision, instructions and, training on the risks they are exposed to and the precautions to be used.
- f) Ensuring that lone workers are medically suitable for lone working
- g) Ensuring that the environment in which they will be working is suitable for lone working and the tasks involved
- h) Ensuring that lone workers are monitored and contacted on an agreed basis to avoid isolation and ensure wellbeing

2.3.4 Lone Workers are responsible for:

- a) Taking reasonable care to look after their own health and safety;
- b) Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working
- c) Safeguarding the health and safety of other people affected by their work;
- d) Complying with Gwent Police's Health and Safety Procedure and associated procedures;
- e) Participating in training designed to meet the requirements of the health and safety policies and procedures;
- f) Operating authorised equipment in accordance with relevant safety instructions and any training they have been given;
- g) Reporting any dangers or identified areas of risk as soon as practicable to an appropriate manager. This will include any accidents, or incidents that could have given rise to an accident;
- h) Notifying their manager, at the first opportunity, of any change in their ability to undertake their role, including any adverse medical conditions.

2.3.5 LPA/Departmental Health and Safety Groups are responsible for:

- a) Ensuring Lone working Risk Assessments are carried out in their areas.

3.0	LEGISLATIVE FRAMEWORK
3.1	<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Management of Health and Safety at Work (MHSW) Regulations 1999 • Working Alone in Safety - Controlling the Risks of Solitary Work, HSE Books ISBN 071761507 or via Internet: http://www.hse.gov.uk/pubns/indg73.pdf
4.0	HUMAN RIGHTS
4.1	This Procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts, the legitimacy of its aims, the justification and proportionality of the actions intended by it, that it is the least intrusive and damaging option necessary to achieve the aims and that it defines the need to document the relevant decision making processes and outcomes of actions.
5.0	WELSH LANGUAGE STANDARDS
5.1	This Policy aims to comply with the Welsh Language Standards in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the Welsh Language Standards.
6.0	HEALTH AND SAFETY
6.1	The Gwent Police Service Dynamic Risk Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.
7.0	REVIEW/RESPONSIBILITIES
7.1	The policy business owner maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.
7.2	The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office, NPCC, legislative changes, good practice (learning the lessons) both locally and nationally.
8.0	LINKS TO OTHER POLICIES/PROCEDURES/OTHER DOCUMENTS
8.1	Health and Safety Procedure Force's Equal Opportunities Procedure Strategy Information Security Data Protection Fairness at Work Working away from home
9.0	APPENDICES
9.1	

Appendix A - Examples of Lone Working within Gwent Police



Appendix A-Issue 3
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Appendix B – Guidance Notes



Appendix B-Issue 3
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