

Louth Playgoers Society Limited



Summary

Policy Title

Lone Working Procedure

Purpose

To ensure that sufficient planning is given to 'lone working scenarios', and safe systems of work are established for team members who work alone.

Scope:

This Procedure will cover all salaried staff and volunteers for Louth Playgoers Society Ltd. who work alone.

Definition:

The HSE suggest the following definition "**Lone workers are those who work by themselves without close or direct supervision**".

However, most people at some time during their normal work activity will be engaged in a solo activity out of sight or sound of others. Similarly, someone has to be first to arrive at work and someone will be the last to leave, so concentrating on "aleness" is unnecessarily limiting and the assessment of who is a lone worker must be based on those where the risks are known to be foreseeable and higher, or those who work alone for considerable periods. 'Proportionality' takes primacy.

General statement on Lone Working

There are many instances where staff and volunteers are required to work alone for the Company where help may not be immediately available, if required. Working in these circumstances should carry no greater risks than any other form of working (staff and volunteers who have a medical condition which could affect their work, must inform the Theatre Manager. Specific arrangements will be designed around this information). To achieve a safe system of work, it is the duty of the Theatre Manger to ensure that potentially high risk lone working situations are identified and risk assessments carried out. These must be annually reviewed, or sooner if there are changes, to ensure that appropriate control measures and/or contingencies are put in place, acted upon, and managed.

Policy Governance

The following table identifies who is accountable, responsible, informed or consulted with in regard to this policy.

- Responsible – the person(s) responsible for developing the policy
- Accountable – the person who has ultimate accountability and authority for the policy
- Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment
- Informed – the person(s) or groups to be informed after policy implementation or amendment.

Responsible	Chairman of the Board
Accountable	Theatre Manager
Consulted	Board
Informed	All employees and Volunteers

Roles and Responsibilities

The Board are responsible for ensuring that adequate monitoring, audit and review processes have been implemented in the correct and robust use of this Procedure.

Managers

The Theatre Manager is responsible for ensuring the implementation of this Procedure throughout their area of responsibility and, therefore, ensuring:

- Risk assessments are undertaken for high risk lone working scenarios and are regularly reviewed;
- Adequate risk control measures are identified and implemented;
- The provision of information to the lone worker/volunteer on the risks they may face, and the control measures required;
- The provision of appropriate and reasonable training to lone workers/volunteers.

Lone Workers/volunteers

Lone workers/volunteers are responsible for:

- Following the appropriate systems of work laid down for their safety;
- Making full and proper use of the equipment provided for their safety;
- Co-operating with Theatre Management on all health and safety matters;
- Informing Theatre Management if they identify shortfalls within safety arrangements;
- Ensuring that their activities do not put others at risk.

Arrangements

Identify lone working situations

The Theatre Manager must ensure that all lone working scenarios are identified, and priority given to known high risk situations for assessment.

Assess the risks

Theatre Management and Department Supervisors are responsible for ensuring that the risks associated with their team members working alone are assessed, managed and recorded. The risk assessment should identify the control measures to be put in place to remove or minimise these risks.

Upon completion of the Risk Assessment and agreement of the Theatre Manager lone working can occur.