

**No: 069**  
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## **One Minute Guide: Lone Working Policy**

### **What is a 'lone worker'?**

For the purposes of the [Children's Services Lone Working Policy](#), the definition of a lone worker is:

*'Any individual who, in the process of carrying out their duties on behalf of Children's Services, works alone or in an area isolated from colleagues. This includes staff undertaking home visits, working in buildings on their own, or undertaking visits alone to outside venues including travelling alone.'*

### **Why is this relevant to me?**

Lone workers are more vulnerable in relation to risks to their health and safety. If you carry out lone working, Redbridge wishes to safeguard you. If you do not carry out lone working yourself, but manage staff that do, you will also wish to ensure their safety as far as possible.

### **Manager's Responsibilities**

- ✓ Provide safe systems of work for all staff
- ✓ Set up an adequate system for recording out of office visits
- ✓ Carry out risk assessments for all staff working alone to identify any potential hazards
- ✓ Eliminate or control any identified risks
- ✓ Discuss the CS Lone Working Policy on a regular basis during team meetings
- ✓ Ensure the procedures within the Policy are being followed
- ✓ Report any deficiencies in the lone working arrangements

### **Lone Worker's Responsibilities**

- ✓ Ensure they do not put themselves in potential danger
- ✓ Ensure that they are aware of the nearest place of safety
- ✓ Use the 'Reporting in Procedure' or other systems put in place by your team.
- ✓ Report any deficiencies in the lone working arrangements

### **What do I need to do?**

- Ensure that you read the Lone Working Policy, available via [TriX](#), and familiarise yourself with the guidance.
- Carry out the procedures, including reporting in and risk assessing, detailed in the Policy, when lone working.
- Know what to do in an emergency and how to report any personal safety incidents.
- Discuss any training needs with your Line Manager.