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registered charity no.1150769

# **LONE WORKING POLICY AND PROCEDURES**

## 1. Purpose

This policy establishes the guidelines for lone working. Lone work is work which is specifically intended to be carried out unaccompanied or without immediate access to another person. It is not the same as the chance of finding oneself on one's own; for example, in every workplace there is someone who leaves last. A member of staff who has either a visual or audible communication with another person would not be considered as working alone.

Musica has in place policies, which require health and safety to be proactively managed by carrying out assessments of activities and adopting safe working arrangements to control risks. Examples of which are the Health and Safety and the Organisations Risk policies.

The guidelines of the Health and Safety at Work Act and the Management of Health and Safety At Work Regulations (1999) have been taken into account in the preparation of this policy.

## 2. Persons Affected

All Musica staff and volunteers

## 3. Policy

Although there is no prohibition on working alone, the broad duties of the Health and Safety and the Management of Health and Safety at Work Regulations 1999 will apply. Therefore, a risk assessment will be systematically conducted as follows where staff work alone:

### **Identify the hazards associated with the work and carrying it out unaccompanied.**

The hazards associated with the work are likely to be the same whether it is carried out alone or unaccompanied although the possibility of violence towards the lone worker should always be considered.

The staff delegated to carry out the assessments should therefore use the techniques they normally employ for hazard identification when considering hazards of lone working.

### **Assess the risks associated with the work and decide on the safe working arrangements to control the risks.**

Although lone working alone may not introduce any new hazards, the risks may differ significantly when a task is carried out unaccompanied. Assessments may be carried out generically, for example to consider all work within a project OR individually, for example to consider a specific request from a member of staff.

Should an assessment already exist for a task that is routinely conducted with others the previous assessment must be reviewed before permitting the same task to be carried out unaccompanied.

### **Record the findings of the assessment.**

Specific assessments will be recorded individually and will include information on:

The hazards identified, the safe working environment arrangements that are necessary, including physical controls, the contingency plan, the limits to what can and cannot be done while working alone, in the case of work outside working normal hours, the definition of normal working hours, the date of assessments and that of review.

Musica will provide training to staff who are likely to work alone.

## **4. Procedures**

Please refer to our procedures.

## **5. Verification**

The Health and Safety representative will make a quarterly report to the trustees.

Areas/issues of concern will continue to be reported via the incident policy.



### **Lone working Procedures**

At Musica we try not to do lone working but we recognise that during the course of our work it may be essential for employees to work alone. If you have an accident, your safety could be at risk - a minor accident could develop in to a serious incident especially if there is a long delay before anyone realises that you haven't returned. The safety of both young people and workers is paramount and Musica is committed to minimising the risk of lone working for its staff.

### **'Buddy' systems**

A 'buddy' system is a simple way of tracking your location and your expected return time and is normally operated in pairs. A buddy may be a colleague at the same office, or a partner at home.

Version 1.0

When working alone, you must observe the following rules:

- Complete the necessary consent forms.
- Do a risk assessment
- Ensure that someone (your buddy) knows exactly where you are going either by keeping a record in diary or by texting
- Ensure that your mobile phone is with you, fully charged and switched on
- Let them know when you are expected to arrive
- Let them know when you are expected to return
- Make sure your buddy knows what to do if you do not return on time or if you do not call to say why you are delayed. Inform your buddy of the non-return procedures shown below and provide them with any relevant telephone numbers.
- If you have to transport a young person a parent/guardian must be contacted to arrange the necessary consent as well as another member of Musica staff.

## **IN EXCEPTIONAL CIRCUMSTANCES WE WOULD ALWAYS CALL '101'**

### **Non-return procedures**

If you do not return or contact your buddy by the expected time they should take the following action:

- Telephone you on your mobile (or at the venue where you have been working/at your last known destination)
- Ring worker's contact
- Ring 101
- The kind of information that will be asked for to assist with searching for a missing individual would be: What do they look like? What were they wearing? And, what is the make, colour and registration number of the car they were in?