

Lone Working Policy

This policy provides details of the responsibilities of people in lone working situations on behalf of Ringway Training Limited, including paid employees, shareholders, freelance professionals, volunteers and visitors. Ringway Training will assess risks to lone workers through the risk assessment process, and as far as is reasonably practicable implement measures to eliminate or, where elimination is not possible, control the risks associated with lone working.

The role of delivering training and consultancy services at the customer's workplace or chosen venue means that there is likely to be a requirement to work alone for all or part of their working day. Within the operation of Ringway Training, employees may need to complete work tasks alone and unsupervised either formally as part of their work, such as working in a remote room on a one to one basis, at a customer's chosen venue, working outside of normal working hours, driving alone, walking in the street alone, staying at hotels alone etc. In order to protect employees when lone working, Ringway Training will;

1. Carry out risk assessments of lone working tasks and implement adequate risk controls
2. Monitor the risks arising from lone working for any significant change that may affect the risk level and make alterations when required
3. Clearly confirm what should and should not be done when lone working
4. Investigate accidents, incidents and near misses arising from lone working

Under the provisions of the Health and Safety at Work Act 1974 (HSWA), Ringway Training are not only responsible for employees directly under management, but also any other worker or contractor. The Managing Director is responsible for ensuring that the safety and welfare of all employees or contracted persons has been risk assessment and safeguards have been put into place. All associate freelance tutors and trainers are required to follow the lone working policy and adhere to the requirements of the policy whilst operating in such a way which they are able to;

1. Identify the risks which they may be exposed to
2. Implement control measures
3. Complete dynamic risk assessing
4. Know what to do if something goes wrong

The Role Employees and Contractors

The HSWA places a duty on employees and contractors to take reasonable care of themselves and others who may be affected by their lone work activities who must;

1. Follow control measures which are in place including the use of any identified Personal Protective Equipment (PPE)
2. Inform their identified manager of any incidents which occur when lone working
3. Inform their identified manager if they feel inadequately protected by Ringway Training as a lone worker either interpersonally or through the use of unsafe or inadequate equipment
4. Inform their identified manager of any health concerns which they feel may affect lone working

Risk Assessing Lone Working Tasks

A lone working risk assessment must identify the full risk and the hazards these risks may present and put safeguards in place to protect employees and contractors as far as can be predicted. A lone working risk assessment will, whenever possible, eliminate the need to work alone, and when this is not possible, further safeguards are to be put in place.

Being Safe when 'Out and About'

All employees and contractors are asked to consider the following questions when lone working;

- Does anyone know where you are?
- If your travel plans change, who can you tell?
- How much do you know about people you may be meeting?
- Do you carry a mobile phone, which is charged and has a charger?
- Do you know what your mobile phone number is?
- Can you be contacted if you need to be?
- Do you know where you are going and how to get there?
- Do you know where you will park?
- What hours will you be working
- What equipment or valuables will you be carrying and do you need to?
- How will the alarm be raised if something goes wrong?
- Who will know if you have got home safely after your work task?

Ringway Training will brief all employees and contractors on this lone working policy and they will be expected to read and follow the lone working risk assessment.

Anybody who requires further explanations of this policy should contact Mark Mallender (Managing Director) on 01625 520 434 or at mark@ringwaytraining.co.uk

Issue	Change	Date	Author	Approver
1	First original edition	1/9/2011	Mark Mallender	Mark Mallender
2	No changes made	1/9/2012	Mark Mallender	Mark Mallender
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