



**London Ambulance Service
NHS Trust**

Lone Working Policy

For Use By: All Staff

Introduction

Generally, working alone should not present any greater danger to staff than working with colleagues. However, the London Ambulance Service recognises that there are certain risks associated with lone working, and where risks are identified, extra control measures will be provided to reduce the risk.

The Health and Safety Executive defines lone workers as anyone who has to work by themselves without close or direct supervision. The Health & Safety At Work Act 1974, and the management of Health & Safety At Work Regulations 1999, places duties on all employers to assess the risks to lone workers.

It is the policy of the LAS to carry out Risk Assessments for all lone workers to reduce identified risks to an acceptable level.

Objectives:

- To undertake generic risk assessments on a generic and individual basis for all staff required to work alone.
- To reduce identified risks to lone working to a minimum.
- To provide additional training and guidance where the risk assessment identifies that staff working alone are placed at a higher risk.
- To ensure that all LAS vehicles, including lease cars, are provided with First Aid Kits in compliance with the LAS First Aid Procedure (H&S-013).
- To ensure suitable methods of communication are available and systems of monitoring.

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Index No: H&S - 017	Page 1 of 3

Risk Assessments:

When carrying out Risk Assessments for lone workers, managers should take in to consideration the following issues: -

- Where the member of staff is required to work,
- What level of supervision the staff member will receive,
- Ability to deal with emergency situations,
- What training the lone-worker has received to allow them to work safely,
- Whether there is a risk of violence,
- Whether the workplace presents a greater risk to the lone worker,
- Methods of communications.

The Risk Assessment should be carried out in accordance with the LAS Risk Reporting and Assessment Procedure (TP / 035), which can be found on '*the pulse*' at: 'Policies & Procedures>Trust Policies & Procedures> TP/035'

Training:

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Lone workers need to be sufficiently experienced and to understand risks and precautions fully. Staff should be given a clear guidance of what they can and cannot do whilst working alone. Lone workers should be aware of when to stop work and seek assistance.

Responsibilities:

Chief Executive

The Chief Executive takes overall responsibility for Risk Management within the LAS.

Director of Human Resources and Organisational Development

Responsibility for Health and Safety and the Lone Workers Policy has been delegated to the Director of Human Resources.

Date of Issue: May 2005	Review Date: May 2008
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Index No: H&S - 017	Page 2 of 3

Mangers:

- To undertake specific Risk Assessments for all staff under their contract required to work alone.
- To arrange for additional training supervision and equipment to be provided as a result of the Risk Assessment.

Safety & Risk Advisors:

- To undertake generic Risk Assessments in conjunction with Operational Managers.
- To keep records of Generic Risk Assessments.
- To periodically review and advise on extra precautions to protect lone workers.

References:

LAS Single Staffing Policy
LAS Risk Reporting and Assessment Procedure
LAS First Aid Procedure
Health & Safety At Work Act
Management of Health & Safety Regulations

Date of Issue: May 2005	Review Date: May 2008
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Index No: H&S - 017	Page 3 of 3