

# LONE WORKING POLICY



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## **LONE WORKING POLICY**

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## **1. Introduction**

The Kilmarnock Leisure Centre Trust (KLCT) has responsibility for compliance with the Health and Safety at work etc. Act 1974 and all associated legislation to ensure the safety of all visitors to the Galleon Centre including all employees, contractors and customers.

Failure to follow appropriate guidelines and adopt adequate safe working practices, in accordance with the Health and Safety at work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 is likely to lead to prosecution.

This policy has been developed to ensure awareness of lone working and the risks associated with it.

## **2. Policy Statement**

- 2.1 The Policy will apply, without exception, to the Centre as a whole and all individuals employed or contracted by KLCT.
- 2.2 Responsibility for the implementation of this Policy will rest with the General Manager.
- 2.3 This Policy will follow the guidance and recommendations in the publication issued by the Health and Safety Executive – Health and Safety Guidance on the Risks of Lone Working.

## **3. Scope**

This policy applies to the Galleon Centre at Titchfield Street, Kilmarnock, KA1 1QY and takes into account all employees, contractors and self-employed people.

## **4. Definition**

Lone workers are those who work by themselves without close or direct supervision. Examples of Lone Working are:

- A person working on their own in a small workshop, petrol station, café bar etc.
- A person working on their own for long periods in a factory, warehouse, Leisure Centre etc.
- A person working on their own outwith normal hours e.g. cleaners, security guards, maintenance staff etc.

It should be borne in mind that Lone Working is different from working alone. A member of staff may have to work on their own for example at Reception or in the Fitness Room where other colleagues and customers may be coming and going sporadically. This would be termed as working alone as opposed to Lone Working.

A Maintenance Assistant or a Cleaner however may have to work alone in an isolated area like the Plant room or up on the roof for long periods of time or even out with normal working hours. This would be termed as Lone Working.

## **5. Compliance**

Lone Working is not in itself against the law and it will often be safe to do so. However the law requires employers to consider carefully, and then deal with, any Health and Safety risks for people working alone.

KLCT is responsible for the Health, Safety and Welfare at work of all employees as well as the Health and Safety of any contractors or self-employed people on site.

Employees, Contractors and self-employed people also have a responsibility to take reasonable care of themselves and others who may be affected by their work activities and to co-operate with their employers in meeting their legal obligations.

KLCT will ensure potential risks to Lone Workers are assessed and the necessary steps taken to avoid or control those risks.

KLCT will involve employees in the assessment and control of these risks.

KLCT will ensure appropriate instruction and training is provided in the assessment and performing of lone working.

KLCT will ensure procedures are in place for dealing with any emergency situations relating to a lone worker due to accident or illness.

## **6. Monitoring and Supervision**

The level of supervision and monitoring will depend on the findings of the Risk Assessment for the particular Lone Working task. The higher the risk, the greater level of supervision will be required.

The level of supervision will always be a management decision.

KLCT will ensure procedures are put in place to monitor employees and contractors who are involved in lone working. These may include:

- Periodic visits and observation of the Lone Worker
- Pre-agreed intervals of regular contact between the Lone Worker and supervisor using mobile phones or radios.

## **7. Policy Review**

This policy will be reviewed every 3 years or earlier if research, evidence or a change in practice or legislation requires a review to be undertaken.