



**Boro Soccer Schools**

## **Lone Worker Policy**

August 2011

## **1. Introduction**

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable.

## **2. Definitions**

### ***Lone Worker***

A lone worker is anyone who works in isolation from their colleagues without close or direct supervision.

For the Purpose of this Policy, this will be:

- Football Coach.

## **3. Scope**

### ***Own Employees***

This Policy applies to all employees permanent or temporary of Boro Soccer Schools (BSS) and includes any agency, or visiting professionals employed to provide services on their behalf.

### ***Contractors***

This Policy also applies to participating Independent Contractors and their employed staff.

## **4. Legal requirements**

### ***Applicable Laws***

Boro Soccer Schools (BSS) has an obligation under the Health and Safety at Work Act 1974, to ensure the Health, Safety and Welfare of their employees. The Management of Health and Safety at Work Regulations (MHSWR) 1999 places a duty on employers, to identify significant risks within the organisation and implement suitable risk treatments, to reduce those risks so far as is reasonably practicable.

### ***Places of Work***

Where workers are on premises where someone other than their employer has control, their safety is the responsibility of the main occupier of those premises provided that the occupier is also an employer or conducting an undertaking there. (S.3 (2) of the Act.

Where an employer does not exercise control over the premises it is more difficult to ensure a safe and healthy environment. Regulation 10 of MHSWR requires employers (including self employed i.e. Independent Contractors) to provide comprehensible information on health and safety for others who are working on or visiting their premises.

### ***Personal responsibility***

Section 7 of the act requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

This policy and supporting training should ensure that such persons do not take short cuts or employ dangerous practices but that they are instructed to consider and identify potential hazards and to implement a form of risk assessment to ensure the safety of themselves and any of other persons they may be working with.

### ***Working outside normal hours***

Where a person is required or requests to work after normal working hours and alone, it is necessary to identify the degree of risk in assessing whether or not this is a safe practice. Reg 3 of MHSWR states that employers must make a "suitable and sufficient" assessment of any risks to the health and safety of their employees. Any such risks identified are likely to be greater for lone workers. These findings must be recorded on the risk assessment documents.

## **5. Policy Aims**

The aim of this policy is to ensure, so far as is reasonably practicable, that staff who work alone are not exposed to risks to their Health and Safety and to outline the steps to reduce and improve personal safety to staff who work alone.

The policy also aims through it's rollout to raise awareness of safety issues relating to lone working.

## **6. Objectives**


The objectives of this policy are to ensure:

1. Lone workers are identified.
2. That risks inherent in lone worker situations are assessed and suitable precautionary measures taken
3. There is a local safe system of work which:
  - records the whereabouts of lone workers
  - tracks the movement of lone workers
  - follows an agreed system for locating staff who deviate from their expected movement pattern
  - identifies when lone working is no longer appropriate

### ***Risk Assessment***

Risk assessment is the overall process of performing a systematic written risk analysis and risk evaluation in order to identify methods to control the severity of the risk.

Risks to be assessed during the process include:

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- Violence and Aggression.
  - Isolated areas.
  - Sudden illness
  - Facilities condition
  - Substances Hazardous to Health
  - Vehicle breakdowns
  - Weather hazards

This list is not exhaustive and other risks may be identified during the assessment process.

### ***Safe System of Work***

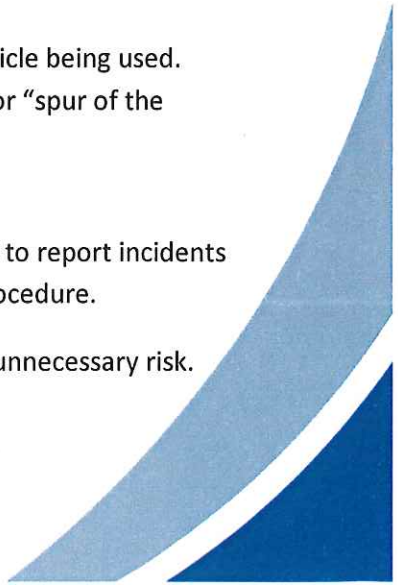
A method of working which addresses risks that cannot be controlled in any other way. Safe systems of work are dynamic systems, which means they should be constantly monitored to identify weakness and improve methods of controlling the risk. Localised protocols such as a “buddy system” for safe working should be considered and encouraged.

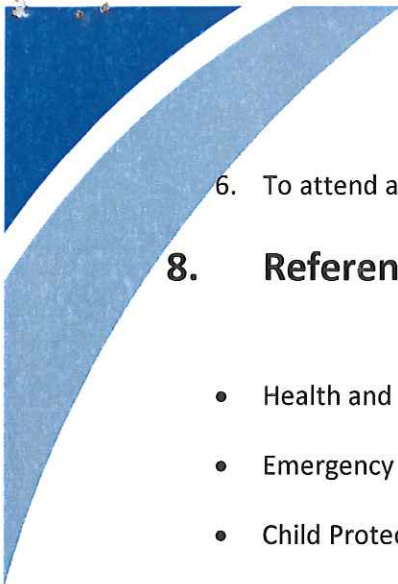
Systems of work should be designed to reduce the need for lone working where possible. If this is not possible, safe work practices should be implemented, in line with the findings of a general risk assessment, to avoid or minimise the possibility of abuse. Radios, personnel attack alarms, mobile phones and physical barriers should only be used in conjunction with safe practice.

## **7. Organisational responsibilities**

Responsibilities for the health and safety of lone workers are allocated as follows:

### ***Employees***

1. Identify any activity carried out by them which will involve them working alone for more than one hour.
  2. Comply with any precautionary measures including guidelines laid down by managers such as a “buddy system”.
  3. Provide any of the following information that may be needed to set up a safe system of work:
    - Working alone at the beginning and end of the normal working hours
    - Daily out of base work place
    - Detail of the make, model, colour and registration number of the vehicle being used.
    - Notifying any changes to the daily out of base work plan (i.e. ad-hoc or “spur of the moment” visits).
    - Informing key person (“buddy”) on return to base.
  4. Report to their managers any unsafe or potentially unsafe situations, and to report incidents in which violence or aggression or threats using the incident reporting procedure.
  5. Take reasonable care for their own safety and not expose themselves to unnecessary risk.
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6. To attend any training provided.

## **8. References to other policies within the Organisation**

- Health and Safety Policy
  - Emergency Procedures Policy
  - Child Protection Policy Statement
  - Safeguarding Children Policy
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