

# Staff working alone

Staff who work by themselves without close or direct supervision can have some additional risks to their health and safety.

Safety point	Why?	What do you do?
<p>People who work on their own need a specific risk assessment. For example</p> <ul style="list-style-type: none"> <li>• staff who are on their own in the premises, e.g. in small workshops, petrol stations, kiosks, shops and also homeworkers;</li> <li>• staff who work separately from others, e.g. in warehouses or leisure centres,</li> <li>• staff working outside normal hours, e.g. cleaners, security, maintenance or repair staff etc;</li> <li>• staff working away from premises, e.g. estate agents or sales reps.</li> </ul>	<p>Lone workers should not be at more risk than other workers. As well as the usual risks like fire, equipment failure, illness and accident, they may face particular problems such as moving heavy objects on their own or violence.</p>	<p>Do any of your staff work alone? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>The following staff are lone workers</p> <div data-bbox="804 524 1465 954" style="border: 1px solid black; height: 192px; width: 414px;"></div> <p>Talk to the employees to make sure you identify all the relevant hazards, and put controls in place to reduce the risks.</p>

For staff who work alone

The hazard is	The controls in place are	Further action that is needed is
<div data-bbox="130 1417 443 2045" style="border: 1px solid black; height: 280px; width: 196px;"></div>	<div data-bbox="475 1417 778 2045" style="border: 1px solid black; height: 280px; width: 190px;"></div>	<div data-bbox="804 1417 1453 2045" style="border: 1px solid black; height: 280px; width: 407px;"></div>

Safety point	Why?	What do you do?
<p>Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty.</p>	<p>Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and to understand the risks and precautions fully.</p>	<p>Do you have young or inexperienced people working alone?            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does your staff training programme include issues for lone working?            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you do refresher training?            Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Although lone workers do not have constant supervision, it is still your duty to ensure their health and safety. What supervision you give depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. The higher the risk, the greater the level of supervision required. It should not be left to individual staff members to decide if they need help.</p>	<p>Supervision can help make sure that staff understand the risks in their work and the safety precautions are being carried out. Supervisors also provide guidance in uncertain situations.</p>	<p>Does anyone visit the employee during the lone working?            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do staff have mobile phones to contact managers or used in an emergency?            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have any devices to raise the alarm in the event of an emergency?            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you carry out any checks that a lone worker has finished work safely?            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What checks do you do?:</p> <div data-bbox="810 1245 1449 1895" style="border: 1px solid black; height: 290px; width: 100%;"></div>