

Cafcass Health and Safety Procedure

Title: Lone Working			
Document Number:	Cafcass – SP09	Revision 2	Date of Issue: 6/2//03

This procedure is written and issued in accordance with Cafcass' Safety Management System Framework and Protocol.

The responsibility for upkeep and amendment of this procedure rests with the corporate Health & Safety Advisor. All requests for modification should be made to Cafcass Headquarters.

CONTENTS

Section 1	Policy
Section 2	Procedure
Section 3	Definitions

1. Policy

CAFCASS is committed to ensuring, as far as is reasonably practicable the health and safety of any employee or volunteer who work by themselves for significant periods. This excludes homeworkers who have been covered under a separate procedure Cafcass-SP11.

2. Procedure

2.1 The Health & Safety Steering Group is responsible for monitoring and an annual review to ensure the successful implementation of this procedure.

2.2 Line Managers should ensure that a written risk assessment is completed for all those persons who have need to work alone or who visit clients alone.

The risk assessment should address two main features:

- Can the work be done safely by a single person?
- What arrangements are necessary to ensure that the lone worker is at no more risk than employees working together?

2.3 Line Managers must ensure that appropriate action is taken to control any unacceptable risks identified by the assessment. For lone working this might include systems to ensure that lone workers phone their line manager at appropriate times to confirm their safety.

2.4 Line Managers must ensure that the training needs of lone workers are identified and the appropriate training is provided. This training will help ensure that workers are competent to:

- Control risks identified by the risk assessment.

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- Respond appropriately to foreseeable emergency events, including aggression.
- 2.5 Lone workers must promptly notify their manager, and if appropriate the person they are visiting, of any inadequately controlled risks to their health and safety in their work area.
 - 2.6 Their line manager is responsible for investigating the situation and taking any required remedial action
 - 2.7 Line Managers will set limits on what can and cannot be done while working alone. They will ensure that lone workers have sufficient experience to fully understand the risks and any precautions associated with their work.
 - 2.8 Line Managers, supported by the Human Resources Department, shall ensure that lone workers have no medical conditions that make them unsuitable for working alone. They will take into account both routine work and foreseeable emergencies that may impose additional physical and mental burdens on the individual.
 - 2.9 Line Managers shall ensure that emergency procedures are established to guide response to foreseeable events, including assault, identified by the risk assessment.
 - 2.10 Regional Managers shall, annually, review the standard of implementation of this policy within their Regions and provide a report to the Health and Safety Steering Group.
 - 2.11 Records of risk assessments, training provided and scheduled communications shall be kept for a minimum of 3 years.

3. Definitions

Lone worker. These are persons who work by themselves without close or direct supervision. They include persons:

- Who work separately from others.
- Who work away from their fixed base including professionals who visit Courts, occupational or domestic premises?
- Who may be called upon to work alone in office accommodation?