

Rose Education Provision



Lone Working Policy

July 2026

1.0 Policy Overview

Purpose

- The purpose of this policy is to provide support and guidance for employees and managers on the processes involved in any Lone Working arrangements. This policy will facilitate employer and employee understanding of their duty and obligations with regards to Lone Working.

Who this policy applies to

- This policy applies to everybody who is employed by Rose Education Provision iREPuding employees and volunteers

Key principles

- We seek to support any employee whose working arrangements will see them working in a 'Lone Worker' situation:
- To identify what is meant by the term 'Lone Worker' and what activity this would involve:
- Provide guidance on assessing risks associated with Lone Working, and provide managers guidance on completing the necessary risk assessment:
- This policy recognises the hazards that may be encountered as part of Lone Working and looks at what the legal responsibilities of Lone Working are.

Legal considerations

- There are no absolute restrictions on working alone, it would depend on the findings of a risk assessment, the two main pieces of legislation that will apply: Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Act 1999.

This legislation states that:

"it shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees" and "It shall be the duty of every employee while at work to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."

Employers and employees, therefore, have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

2.0 Employee roles and responsibilities

- Take reasonable care for their own health and safety and of other persons
- Be aware of any other policies in relation to health and safety at work
- Participate in any training as necessary
- Comply with all recommendations noted within the Lone Worker risk assessment
- Immediately report incidents of violence, harassment or intimidation to the organisation and or the police if necessary
- Report all incidents, difficulties or risks raised from lone working, however minor, to your supervisor, manager, health and safety representative or organisation. Failure to report an incident may put others at risk
- Undertake or participate in risk assessment prior to working alone or a place of isolation away from the usual place of work
- Ensure that someone knows where they are and their expected time of return
- Inform appropriate people of any unexpected change of plans, especially evening meetings/visits

- Ensure that they can be contacted during the duration of lone working
- Always comply with signing in/out arrangements when on the school premises
- When parking choose well-lit areas and park so that a quick exit can be made if necessary
- Conceal equipment and valuables, and take all practical steps to prevent against loss or theft of REP equipment

Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety
- Not do anything to put themselves in danger
- Know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners or rush work
- Always follow reasonable targets
- Stop for regular breaks and, if possible, change activity
- Inform the Principal or Administration Manager of any relevant medical conditions.
- Inform the Principal or Estate/Assistant Estate Manager of any hazards or accidents encountered

Managers will ensure that:

- Safe systems of work / permit to work
- Use two or more people if required (buddy system)
- Provide staff with conflict resolution training
- First aid or emergency first aid at work training/provision of travelling first aid kits
- Ensure staff are fully trained for the task and provide adequate information, instruction, supervision and training
- Provide staff with mobile phones, alarms, radios
- The health of lone workers; have they medical conditions and/or disability which would make it unsuitable and/or unsafe for working alone?
- Arrangements for dealing with emergencies
- Arrangements for dealing with threats of violence.

Where possible, outside of normal working hours, staff should arrange to be in the school with others. Staff should inform each other when they are on premises and when they are leaving by 'signing in' at reception.

3. Organisational roles and responsibilities

- The Employer at Rose Education Provision Leicester is responsible for the provision of a safe working environment for its employees, and acknowledges that it has an obligation to strive to eliminate the danger posed by threats of violence at work
- To identify through a risk assessment approach, members of staff that fall within the definition of lone workers and those that work in isolated situations
- The person carrying out the task forms part of the risk assessment to ensure their suitability for what is expected of them
- Risk assessment forms, instructions and training on conducting risk assessments are provided
- Written policies, procedures and risk assessments are available at all times, regularly monitored, reviewed and updated
- Ensure enough information has been given to enable their workers to recognise the hazards and appreciate the risks of working alone
- All members of staff have suitable and sufficient training in the Health and Safety requirements of working alone or in isolated situations and are aware of their personal responsibilities and their duty of care to others

- Response arrangements are clear, workable and that out of hours arrangements comply with the relevant policies and procedures
- All members of staff are provided with the necessary equipment which is regularly maintained, this will include a means of communication
- Lone worker risk assessments are obtained from contractors/sub-contractors working within the REP before work commences
- In the event of an incident an occupational health and staff counselling is available for members of staff for support
- Any incidents are appropriately recorded and investigated

4. Definition of a Lone Worker

- The Health and Safety Executive define a Lone Worker as 'those who work by themselves without close or direct supervision'. Lone working could be identified as any situation where a worker is engaged in a solo activity out of others sight and hearing range. This definition can be applied to everyone at some point in their workplace, this is why it is important to distinguish between what may be a chance occurrence of finding yourself on your own and work which is specifically intended to be carried out in isolation, away from the work base and which may last for some time.
- It is how risks are perceived and classified that will define what is usefully to be called lone working. In assessing these risks, the employer must look at the activity itself, the environment in which it takes place and the risks that arise from working alone.

5. Potential for violence and aggression

It is recognised that the hazards presented by a particular lone working activity will vary, e.g. carrying out unwanted enforcement activities, cash handling, driving for school business.

The following table identifies four areas for consideration as they are applicable when assessing lone working risks. This table does not contain an exhaustive list and should be used as a starting point.

Parents, carers and the general public.	Individual characteristics can have the potential to contribute towards violence and aggression, e.g. previous history, or the fact that the person is unknown and there is no available information to use as part of the risk assessment process.
The employee who is lone working	Factors which may increase or decrease the chances of violence and aggression occurring, e.g. their competence (level of training, experience, cultural awareness etc), role (e.g. representing authority in enforcement work) and the things they might do (e.g. arriving late for a home visit)
Interaction	The interaction which takes place between school staff and parents, carers the general public, for example, enforcing rules, asking questions about family backgrounds, carrying valuable or personal items, home visits.

The work environment	Off School Sites For example; a home visit on another person's property, visiting rural areas that are without lighting, school trips etc. The table below provides further information about the work environment. On School Sites Lone working employees need to be able to raise the alarm in the event of an emergency. Where there is the potential for violence and aggression involving a client, both employees and visitors need to be able to move to a place of safety if a difficult situation arises, for example, exit the meeting room that you are working in.
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6. Physical hazards

The working environment and activities may present particular hazards and should be considered as part of the lone working risk assessment, for example:

Work environment	The level of risk varies from one working environment to another, higher risk environments can include: construction sites; docks; farms and working on or near to water (including the coastline). Lower risk lone working environments can include working at offices that are secure and driving alone on short duration journeys in built up areas. There must be a safe way in and out of the workplace. This can be difficult to achieve when working on premises which are not under the control of Rose Education Provision Leicester, for example when making a first home visit. Other areas for consideration include when using third party owned electrical appliances (home visits), poor lighting.
Activity being undertaken	The level of risk varies by activity. Examples of higher risk activity include working off ladders to carry out maintenance work or using hazardous machinery. Lower risk lone working activity includes attending meetings at another school site and home working.
Communication with others and supervision.	Means of communication vary depending on the work activity and location. There are areas in Leicestershire where a mobile phone signal is not available. This also impacts on the ability to summon assistance in the event of an emergency.

7. Who Is at Risk (And When)

The lone working assessment must consider who might be harmed as a result of our activities, for example, employees, visitors, parents, carers and contractors.

The following table provides details of some specific aspects for consideration when assessing the suitability of lone working for Rose Education Provision Leicester employees:

New and expectant mothers	Impaired ability to carry out physically strenuous work. Later stages of pregnancy may increase the risk of falls through reduced visibility and changes to mobility. Risk of early labour or miscarriage through physical assault.
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Young people	Lack of experience and level of maturity. Inability to concentrate for long periods.
Disability	Impact on ability to make unassisted evacuation. Ability to identify that evacuation is required.
New-employees, inexperienced volunteers	Lack of familiarity through level of experience or training needs.

Specific medical conditions	Some individuals may have medical conditions that make them unsuitable for working alone. These may include some health conditions, such as unstable epilepsy or diabetes. The consideration of medical conditions should include both routine activities and foreseeable emergencies, which may impose additional physical and mental burdens on the individual.
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The following table provides examples of individual consideration for non-employees:

Contractors and visitors	Unfamiliar with site layout and emergency procedures.
Person who uses the service attending the school site for a one to one meeting.	Unfamiliar with exit route from meeting room, may become agitated and need to leave the room in anger.

A lone worker may be seconded to other schools or vice versa, in both cases adequate lone worker arrangements must be put in place.

Lone working may be encountered during part of a working day as well as for lone working occupations, for example, locking and opening up an office base, driving to different work bases to attend meetings.

All of the above considerations are just a guide and are not exhaustive. Each risk assessment must consider the vulnerabilities of the person involved in the lone working task, and identify controls to reduce to an acceptable level.

8. Controlling the Risk

It is important to ensure that control measures are proportionate to the risk.

A key factor in controlling lone worker risk is to ensure that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor. The extent of supervision must be proportionate to the risk and the competency of the lone worker. The manager is responsible for ensuring that safe working arrangements are in place for the all stages of the activity, from the task planning, to implementation and completion. These arrangements include ensuring that lone workers are competent in adapting to a foreseeable range of changing and developing situations with little or no contact with their supervisor.

9. Withdrawing from lone working activity

Principals /Managers must ensure that the lone worker is supported if they decide that they need to terminate the work they are carrying out to protect their (or others') safety. For example, when working at height and wind speeds increase during the course of the work or visiting a person who uses a service who becomes verbally aggressive and threatening. In this instance a review of the arrangements for similar future work must be carried out.

10. Unsafe lone working

In circumstances with all control measures in place, if the assessment identifies that it isn't possible for the task to be carried out safely then lone working should not proceed.

If you are unsure about what controls are needed because the task is considered higher risk or requires more technical/specialist knowledge, further guidance should be sought from the Safeguarding Team.

11. Supervisory monitoring of lone working

The senior leader must ensure that lone worker monitoring takes place. Monitoring can include:

- Signing off and reviewing risk assessments for lone working
- Making regular contact with the lone worker using mobile phones or telephone to call or text (please refer to Emergency Arrangements in this document for the arrangements needed if a lone worker cannot be contacted). An overview of contact systems is detailed below.

12. In house contact systems

A contact system is used to maintain telephone contact at pre-determined intervals between a nominated contact and lone worker in order to confirm safety. The lone worker must provide the contact with an itinerary. In house contact systems rely on:

- All contact employees knowing the actions to be taken in the event of a lone worker either raising an alert or emergency.
- Employees having the time and concentration to be able to fulfil the requirement of the role
- Full participation of all employees who are involved in system use in order to ensure that it remains robust and has credibility.

A contact can also be used to monitor lone workers in person and respond to meetings for example, when meeting with a service user at the work base. The contact can check through a door vision panel into the room where meetings are carried out /or come into the room and ask a set question at a predetermined time; if assistance is needed it can be established through the response made without raising an alert to the other person(s) in the room.

Lone working Alert Response

In addition, line management of all employees who may be involved in receiving an alert must be able to deal with the response procedure effectively. The type of lone working device selected will depend upon the type of lone work activity involved.

13. Mandatory control measures for potentially violent and aggressive situations

Where there is the potential for violence and aggression the following three risk categories and mandatory control measures are provided. Some employees may fall into more than one category of lone working, therefore all control measures against each individual category may apply.

Additional information is provided for consideration, this information is a guide only and isn't a fully inclusive list of control measures.

<i>Risk Category</i>	<i>Control Measures</i>
Category 1 Employees working in offices or other secure locations outside of normal working hours or who routinely work in these locations on their own. Work of a low risk office type. Examples would include: Teachers, office-based employees, travelling to meetings.	Mandatory • Employees must be briefed on the measures required to ensure their workplace is secure if they are lone working and emergency procedures. • All employees must record an itinerary of their movements that is accessible to their manager/colleagues. Details made available should include location, car make, model, registration number and mobile phone number. For guidance and consideration Refer to low risk office lone working procedure
<i>Risk Category</i>	<i>Control Measures</i>
Category 2 Employees working in locations where security is inadequate or where shared premises would allow non-authorised access to their work area. Employees working in unfamiliar locations but not meeting members of the public. Employees visiting established clients who have been assessed as presenting no risk to employees. Employees responding to intruder alarm calls for school property out of hours. Fire Alarm call outs or similar activities. Examples would include: Groundsmen / school caretakers, employees whose duties include responding to out of hours intruder alarm calls, School employees working in shared offices with poor security arrangements,	Mandatory • For out of hours alarm calls each team must have clear instructions for employees. • Employees who are expected to respond to alarm call-outs must have access to a personally issued work mobile with appropriate reception or have indicated that they are willing to use their personal mobile in such circumstances and that it has appropriate network coverage for the area in question. Where possible, lone working to respond to an alarm should be avoided through the use of contracted key holder arrangements. Where it is not possible then a contact arrangement must be put in place. • Where dealing with violence and aggression training is not provided, the line manager should give clear information to lone workers on what work can and cannot be done alone; when to withdraw or stop work; communication and check-in procedures; signs of escalating violence and aggression and emergency procedures. • Where the problem relates to poor security allowing unauthorised access to work areas, the security of the building should be reviewed, and appropriate measures introduced. • Daily work tracking arrangements must be put in place in line with the level of risk involved • All employees must record an itinerary of their movements that is accessible to their manager/colleagues. Details made available should include location, car make, model, registration number and mobile phone number. • Consider issuing a personal safety alarm. • Provide all other relevant assessment information, for example, where alarms are located in private meeting rooms. For guidance and consideration • Consideration should be given to ensuring that employees receive appropriate training in dealing with confrontational situations such as the TEAM Teach training dealing with Violence and Aggression course available through HR Learning and Development.

<i>Risk Category</i>	<i>Control Measures</i>
Category 3 Employees who visit unknown students' homes or Parents who are known to present challenging or aggressive behaviour in their own homes in order to provide a service. Employees who routinely work alone in remote locations. Examples would include: Home visits, Parent interviews	Mandatory • Employees dealing with clients would benefit from receiving training on dealing with confrontational situations such as the TEAM Teach training dealing with violence and aggression course. • Information to include what work can and cannot be done alone; when to withdraw or stop work; communication arrangements and emergency procedures. • A form of employees tracking system must be introduced and its use enforced. This could either be a contact system. The Safeguarding Team will be able to advice on which system would be most suitable. • Employees must be briefed on the procedures for lone working before they start such work for the first time and at least 6 monthly thereafter. Records of these briefings should be maintained. • Where a Parents presents a known risk of violence, then the visit should be re-arranged for a venue where appropriate levels of security or assistance are available. If there are particular reasons for the visit to take place at the Students home then at least 2 people should attend. • Consider issuing a personal safety alarm. • Provide all other relevant assessment information

14. Types of Lone Worker

Lone working can take place when people:

- Work as individuals at a fixed site but are separated from others e.g. working alone in buildings or interviewing parents/clients alone in interview rooms
- Work in a remote location, including outdoors
- Work alone away from base e.g. attending a meeting off site or visiting a student home
- Work outside normal working hours e.g. attending an evening meeting or a weekend event
- Travel alone as part of their work
- Work on other employers' premises
- Working from home (low risk)

15. Hazards of Lone Working

Hazards which lone workers can encounter may include:

- Travelling/Driving alone
- Fire
- Lack of peer support
- Violence and/or aggression
- Poor or lack of communication
- Potential violence from parents/clients or members of the public
- Problems with access
- Visiting high risk locations
- Working alone in buildings
- Security
- Potential risk of allegations against staff
- Display Screen Equipment and work area inadequate for need

- A potential for violence or threatening behaviour towards an individual
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual
- Accident or near miss injury
- Prior medical condition

This is not an exhaustive list and individuals will be expected to report all situations to the Principal or Estate/Assistant Estate Manager which leaves them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary.

Through the risk assessment process, existing control measures will be assessed for their effectiveness.

16. Principles of Lone Working

16.1 Up to date electronic diaries should be shared with at least 2 members of the REP, one of which should be the line manager to ensure that the REP management knows where you are when not at base. Employee diaries should be kept updated with venues of meetings both in the evenings and in the day. Where travel is necessary to attend a meeting, this should be placed in the employee's diary.

16.2 It is the individual's responsibility to ensure that the REP has all contact numbers (personal and business) available to ensure that they are contactable in an emergency. Evening events should include the provision of two REP employees to close and clear event/Lettings.

16.3 Consideration should be recorded on the risk assessment of both routine work and foreseeable emergencies that may impose additional physical and mental burdens on employees with a medical condition, where Lone Working could present a higher level of risk to the individual and/or REP. HR advice should be sought prior to approval for Lone Working.

17. Emergency Action

It is essential that the lone worker and manager also knows what to do in the event of an emergency. During the risk assessments process those situations which may result in an emergency should be identified and emergency procedures drawn up.

18. Lone Working Risk Assessments

18.1 A risk assessment should not be carried out in isolation but, rather, should involve the members of staff who will be carrying out the work. They will have an understanding of the hazards and risks involved and, in all probability, the controls necessary to prevent or reduce them.

18.2 The important point is to carry out the assessment systematically in the following way:

- **Identify the hazards associated with the work and carrying it out unaccompanied**
 - Identify hazards specific to the workplace, consider access requirements, transport and parking arrangements. Identify hazards specific to the work process and work equipment which may create particular risks. Identify the potential risk of violence or any hazards specific to the individual along with the work pattern and how it relates to other workers.

- **Assess the risks associated with the work and decide on the safe working arrangements to control these risks**
 - Consider all office-based work within a department conducted outside normal hours as well as considering a specific request from an individual. Can the work be done safely by an unaccompanied person and can the risks be adequately controlled by one person, checking access, equipment, welfare and manual handling requirements. Is the person medically fit and suitable to work alone and the procedure in case a lone worker becomes ill or has an accident or is put in an emergency situation and what control measures need to be in place for the risk?
- **Record the findings of the assessment**
 - Assessments need to be recorded individually, this needs to be recorded in a useful working document for supervisors and staff, this should include details of the hazards identified, the safe working arrangements that are necessary, the contingency plan, the limits to what can and cannot be done and the date and review date of the assessment.
- **Implement the safe working arrangements**
 - After conducting a risk assessment if the safety arrangements are not already in place these will need to be implemented in a structured way before lone working can be permitted.
- **Monitor and review the safe working arrangements**
 - Once the safe working arrangements have been implemented they need to be regularly monitored and reviewed.

19. Equality Statement

In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010);

- age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.

Persons at Risk

At Rose Education Provision Leicester, people at risk may include anyone who comes into the school alone during closure times, any member of staff working late or in a remote location and particularly the sites staff and sites management staff.

Telephone and other Communications Information

There are telephone extensions in the staff room, all offices and all departments. Staff should make themselves aware of the location and use of the telephones. Extension numbers and emergency services information are near to each telephone.

If any member of staff needs to regularly work outside normal school hours in an isolated location they will be provided, upon request, with mobile telephone numbers for all site and senior staff to contact, should they have any concerns.

Technical guidance;

HSE <https://www.hse.gov.uk/violence/preventing-workplace-harassment.pdf>

Risk Assessment MH&SAW 1999 [HSE health and safety in the workplace](#)
 Workplace (Health Safety and Welfare) Regulations 1992 [Workplace \(Health, Safety and Welfare\) Regulations 1992L24](#)
 Corporate Health and Safety LCC Risk Assessment [lone-working-risk-assessment-form](#)
 Management Standard [lone-working-sms-august-2019](#) and [lone-workers-flow-chart](#)
 Lone Working Employee [lone-working-eis-august-2019](#)
 Report and Accident/Incident <https://lcc.info-exchange.com/schoolincidents>
 Incident Reporting <https://schools.leicester.gov.uk/media/2023/incident-reporting-sms-aug-2020.pdf>
 TUC [TUC Health and Safety](#)
 Guides and Reports [Guides-and-reports-health-and-safety-reps](#) and [Health and Safety Rights at Work](#)

Reviewed

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Date:	July 2026		
Signed:	<i>S.Curtis</i>	Review Date:	July 2027

Lone Working Risk Assessment

GENERIC RISK ASSESSMENT LONE WORKING	
This risk assessment covers general activities which are of low risk, being undertaken at the convenience and discretion of the individual. It does not cover work with any hazardous machinery and/or substances, or the lifting/handling of loads that could cause injury, which should be subject to a specific risk assessment	
Name of workplace	
Department	
Categories staff covered by this assessment	
Location of lone working	
Likely reasons for lone working	
Periods when lone working will occur	
ASSESSMENT OF OVERALL RISK	
Provided the control measures listed below are applied, risks will be adequately controlled	
Name of line manager	
Signature of line manager	
Date	
HAZARD	CONTROL MEASURE
Individual	
Medical fitness. Is the employee subject to any medical condition that may place them at increased risk when working alone? [Where they may be in doubt refer the employee to Occupational Health]	The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone.
Supervision: What arrangements are in place to maintain contact with the employee?	The employee must comply with the out-of-hours log-in/out arrangements in operation within the building. Set up contact arrangements with staff and family members.
Training & competency: Has necessary information, instruction and training been given to the employee, and is the employee competent to carry out the work alone?	Any person authorised to be in the building outside normal hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures.

Location & premises	
Building security. Is the building secure?	Access to the building is restricted to authorised personnel outside normal hours. In the event that the employee has concerns about security or suspects there is an intruder in the building they must contact 999. Do not confront the intruder. Lock door(thumb Key) and await arrival of police.
Access: Is there a safe means of access/egress for the employee [consider lighting, personal security issues and means of escape in emergency]	Entrances in the vicinity of the building and car park are well lit. The employee should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. Employee should consider use of a personal attack alarm.
Emergencies: Does the employee have access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm, motion sensors /manual device [panic alarms]	The employee must know local arrangements on how to respond in event of fire or other emergency.
First aid: Are there arrangements in place to deal with a situation where the employee becomes ill or has an accident? [access to First aiders and facilities]	First aiders are unlikely to be present. First aid boxes are available and contents checked regularly. In the event of an employee feeling unwell they should if possible return home or contact 999 for assistance.
Welfare facilities. Is there adequate heating, lighting, access to drinking water and toilets?	The employee should be aware that heating/cooling in the area may be much reduced unless the business need for after-hours working has been established.
Process/work activity	
Use of computers and general office equipment	The employee should ensure their work station complies, and is set up in accordance with the standards for display screen equipment (DSE) and has undergone a DSE assessment. Employee should take regular breaks from DSE work.
Slip/trips/falls	Regular inspection of site to ensure that any trip hazards [torn carpets, uneven flooring, trailing cables, etc.] receive prompt attention. Individuals with temporarily impaired mobility must not work alone.
Electrical equipment	Ensure all equipment is electrically tested in accordance with recognised procedures. Electrical cables and plugs visually inspected for damage. Do not interfere with plugs or power supply.
Work with hazardous substances and or machinery	Not permitted/specific risk assessment and procedures to be in place
Single-handed lifting or handling of any load that is of such a weight as to cause injury	Not permitted/specific risk assessment and procedures to be in place
Handling cash	Not permitted/specific risk assessment and procedures to be in place

HAZARD(s)	RISK LOW (L), MEDIUM (M) OR HIGH (H)	CONTROL MEASURES	RISK AFTER CONTROL L / M / H
INDIVIDUAL: Identify any hazards specific to the individual, which may create particular risks for lone workers e.g. medical conditions, female, age, inexperience, etc.			
LOCATION AND PREMISES: Identify any hazard specific to the workplace /environment, which may create particular risks for lone workers.			
PROCESS: Identify any hazards specific to the work process, which may create particular risks for lone workers.			
WORK ACTIVITY: Consider how the lone worker's work activity integrates with those of other workers, in terms of both time and geography.			
EQUIPMENT: Identify any hazards specific to the work equipment, which may create particular risks for lone workers e.g. working at height.			
VIOLENCE: Identify the potential risk of violence /security/intruders.			
TRAINING: Identify necessary information, instruction and training.			
OTHER: Please specify			

ADDITIONAL CONTROL MEASURES TO BE APPLIED TO REDUCE RISKS	
Date:	Policy/activity: Assessor:

No	Protected characteristics	Concerns	Details of concerns	Recommendations
1	Disability	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carers			
2	Gender			
3	Sexual orientation			
	Example: gay, lesbian			
4	Gender reassignment			
	Gender reassignment			
5	Race/ethnic Group			
	Example: Black, Asian, etc			
6	Pregnancy/maternity			
	Pregnancy or maternity/paternity			
7	Marriage/civil partnership			
	Marriage/civil partnership			
8	Religion or beliefs			
	Example: Jewish, Muslim, Christian, etc.			
9	Age			
	Age			

Management of Health and Safety at Work Regulations 1999

Legislation

The Regulations were introduced to reinforce the The Health and Safety at Work etc. Act 1974. The MHSWR places duties on employers and employees including those who are clients, designers, principal contractors or other contractors.

Many of the duties overlap with those of CDM but where they go beyond CDM (for example concerning young people and expectant mothers) additional measures will be needed to comply fully with MHSWR.

They require the employer to:

1. Undertake an assessment of the risks to health and safety of their employees and others who may be affected by their work activity. Employers with 5 or more employees should record the significant findings of this risk assessment.

The following General Principles of Prevention should be applied. Many people refer to this listing and derivations from it as a hierarchy of risk control.

- avoiding risks;
 - evaluating the risks which cannot be avoided;
 - combating the risks at source;
 - adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
 - adapting to technical progress;
 - replacing the dangerous by the non-dangerous or the less dangerous;
 - developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
 - giving collective protective measures priority over individual protective measures; and
 - giving appropriate instructions to employees.
2. To make appropriate arrangements for managing health & safety. Employers of 5 or more should record these arrangements
 3. Undertake any health surveillance as is necessary regarding the employees when it has been determined by the risk assessment
 4. To appoint competent people, preferably their own employees, to assist in the above measures. Where there is more than one competent person appointed there must be adequate co-operation between them
 5. Establish procedures to be followed by any employee should situations arise which could present serious or imminent danger i.e. an evacuation procedure
 6. Provide relevant information on health & safety in an understandable form
 7. Ensure co-operation and co-ordination between employers and the self-employed sharing a workplace
 8. Ensure employees are given adequate health and safety training and are not given tasks beyond their competence or physical capabilities
 9. Provide temporary workers with the appropriate health & safety information to enable them to carry out the work safely

Employees also have duties under MHSWR to:

- Report any shortcomings in health & safety arrangements
- Report dangerous situations
- Use equipment in accordance with training and instruction
- Take reasonable care of their own health & safety and those of others who may be affected by their acts or omissions

The 1999 Regulations revoke

- The Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at Work (Amendment) Regulations 1994
- Part 3 of The Fire Precautions (Workplace) Regulations 1997

The Management of Health and Safety at Work Regulations were amended in October 2003 to remove the civil liability exclusions in the 1999 Regulations and allow:

- Employees to claim damages from their employer in a civil action, where they suffer injury or illness as a result of the employer breaching the 1999 Regulations.
- Employers to bring actions against employees for breaches of their duties under the 1999 Regulations.