



*Kerry
Parents &
Friends
Association*

Lone Working Policy

Written by:	Senior Management Team
Reviewed by:	Senior Management Team
Approved by:	Marie Linehan, Chief Executive
Effective from:	March 2017
Reviewed:	March 2017, Nov 2019, January 2023
Next Review Date:	Nov. 2025
Distributed to:	All Organisation
Monitoring Mechanism:	Senior Management Team

Date Printed:

Signature Sheet

I have read, understood and agree to adhere to the attached Policy and Procedure:

[illegible]

KERRY PARENTS ASSOCIATION

POLICY ON LONE WORKING

1. POLICY STATEMENT

- 1.1 It is the objective of Kerry Parents and Friends Association to effectively manage all risks to staff, people we support and other persons, who may be affected by its activities.
- 1.2 Kerry Parents and Friends Association acknowledge that some staff are required to work alone.
- 1.3 In all circumstances when staff work alone Kerry Parents and Friends Association will ensure, in accordance with its legal obligations, to subject the work hazard identification and risk assessment(s) and ensure that agreed control measures are put in place to eliminate those hazards or reduce the risk as far as reasonably practicable.
- 1.4 The aim of Kerry Parents and Friends Policy for Lone Working is to ensure that appropriate measures are in place to provide safe systems of work for those who work alone. In addition, it aims to bring about a reduction of any foreseeable risks and to provide detailed arrangements for staff who work alone and all those affected by our activities.
- 1.5 Kerry Parents and Friends Association will continuously monitor and review current service arrangements for lone workers with a view to ensuring that appropriate resources are available for the implementation of safe work practices, the provision of appropriate training and the provision of relevant health and safety equipment.

2. PURPOSE

- 2.1 The principle purpose of this Policy is to ensure a safe and healthy working environment for all lone workers employed by the KPFA by developing a continuum of responses that ensure an environment where staff, people we support and visitors are safe.
- 2.2 In addition, the Policy requires Kerry Parents and Friends reduce, so far as is reasonably practicable, all reasonably foreseeable risks associated with Lone Working and to detail arrangements to achieve this reduction in line with legislative requirements.
- 2.3 This Policy and the associated Guideline document have been developed to provide guidance to management and staff regarding best practice in order to maintain personal safety while working alone.
- 2.4 Individual centres/services must develop local Standard Operating Procedures/Guidelines to support the implementation of this Policy and the associated Guidelines in this area.

3. DEFINITIONS

- 3.1 *"Lone Workers"* are those who work by themselves without close or direct supervision.

Source: Health and Safety Authority

4. LEGISLATION

- 4.1 The Safety, Health and Welfare at Work Act, 2005 requires all employers to provide among other things, safe places and safe systems of work.
- 4.2 "Without prejudice to the generality of Section 19 of the 2005 Act, an employer shall, in identifying hazards and assessing risk under that section, take account of particular risks, if any, affecting employees working alone at the place of work or working in isolation at remote locations" (Regulation 2(3) of 2007 Regulations).
- 4.3 Refer to the associated Kerry Parents and Friends Association Guidelines for Lone Workers for a comprehensive list of the relevant legislation.

5. RESPONSIBILITY

- 5.1 The Safety Statement outlines the Chief Executive Officer's commitment to safety, health and welfare at work for staff and all those who are affected by the activities of Kerry Parents and Friends Association.
- 5.2 Refer to the associated KPFA Guidelines for Lone Workers for a comprehensive list of the relevant legislation.

6. FREQUENCY OF REVIEW

- 6.1 This Policy will be reviewed every three years or sooner if dictated by circumstances.

7. METHOD USED TO REVIEW OPERATION OF THE POLICY

- Audit Levels of implementation of this Policy.
- Review of incidents / near misses in order to determine effectiveness of these guidelines (i.e. to identify trends/patterns)
- Monitor staff practices in relation to compliance with these guidelines.

8. REFERENCES

- Health and Safety Authority (2006) Lone Workers Frequently Asked Questions.
- HSE Corporate Safety Statement (2009).
- Health, Safety and Welfare at Work Act (2005).
- Health and Safety Executive, Working Alone Controlling the Risks of Solitary Work (1998).