

LONE WORKING POLICY

Policy statement

This policy sets out the Company's provisions on lone working. The Company discourages lone working and will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, whether on an occasional or regular basis, the Company will take reasonable steps to ensure the health, safety and welfare of employees working alone. The Company will also ensure that a health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

Procedure

Lone working can be perfectly safe provided you take the following basic precautionary steps:

- Ensure that another person, is aware you are working alone, where you are, what you are doing and what time you expect to finish.
- Make sure you have some means of communication with someone in the event of an emergency, such as a mobile phone.
- Ensure you have access to appropriate first aid equipment.
- Know where your nearest emergency exit is and the Company's emergency evacuation procedures.
- Comply with any arrangements or follow any guidance provided by your line manager or the Company for lone working.
- Take all reasonable steps to ensure your own safety and welfare.
- If you are working on your own with students, please ensure you are always in public spaces around other people and not alone with the student in a private place. Examples of a public space could be a lecture room with other people around or a library.
- If you are working on a home visit, always wait outside the property for the other professional that you are booked to interpret for. Do NOT enter or approach the property by yourself.
- If you are travelling by car, IM will ask for your registration number and we will do our best to get the other professionals car reg number, so you can easily recognise each other.
- Inform your line manager as soon as possible of any incidents, accidents or safety concerns.
- If at any time during a booking you feel unsafe and have concerns for your own safety, please leave and if safe to do so explain to all parties what you are doing.

Line managers should ensure that:

- Lone working is avoided as far as is reasonably practicable.
- Arrangements are in place so that someone is aware of a lone worker's whereabouts at all times.
- Emergency procedures are in place so that lone workers can obtain advice and assistance if required.
- The job can be done safely by one person.
- Any employee working alone is capable of undertaking the work on their own.