

NCMD Policy No.21 Home Working Risk Assessment

1.0 Definition of home working (lone worker)

For the purposes of this policy, a lone worker is an employee who spends some or all of their working hours working alone. Lone working does not cover individuals experience transient situations in which they find themselves alone, but where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision.

In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.

2.0 Responsibility

Under the Health and Safety at Work etc. Act 1974, the National Council for Metal Detecting as an employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. These requirements are applicable to all work situations, including where staff (and others) are working alone or outside normal working hours.

3.0 Employee responsibility

All employees have a responsibility to take care of their own safety and to cooperate with [the NCMD] procedures. Employees should not knowingly place themselves in situations which expose them to additional risk by working alone.

If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should ensure that their line manager is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to, assist in developing the precautions necessary to ensure their own safety.

Lone workers have a responsibility to inform their line manager (GS) if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

4.0 Identification of risks in relation to lone working

- assessment of the risks to lone workers
- implementation of measures required to reduce the risks to lone workers, including appropriate staff training to minimise these risks
- evaluation of the control measures to ensure that risks to lone workers are appropriately managed.

5.0 Control measures

- safe systems of work / permit to work
- 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
- possibly provide staff with mobile phones, or alarms, radios etc
- 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

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 (GS)	
Signature of line manager	
Date	

HAZARD	CONTROL MEASURE
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Individual

Medical fitness. Is the employee subject to any medical condition that may place them at increased risk when working alone?	The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with the GS and, if necessary, their 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 have access to a working phone at all times. 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 a building outside normal hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures.
Location & premises	
House security. Is the building secure?	Access to the house 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 the police. Do not confront the intruder.
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 parking space are well lit. The employee should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. Employees should consider using a personal attack alarm.
Emergencies: Does the employee have access to emergency warning devices to raise the alarm in event of emergency eg 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 emergency services and facilities]	A First aid box should be available and contents checked regularly. In the event of an employee feeling unwell they should if possible, contact their doctor or emergency services for assistance.
Welfare facilities. Is there adequate heating, lighting, access to drinking water and toilets?	
Process/work activity	
Use of computers and general office equipment	The employee should ensure their workstation complies and is set up in accordance with the standards for display screen equipment (DSE) and has undergone a DSE assessment. Employees should take regular breaks from DSE work.

Slip/trips/falls		Regular inspection of room etc to ensure that any trip hazards [torn carpets, uneven flooring, trailing cables, etc.] receive prompt attention. <u>Individuals with temporarily impaired mobility must not work alone.</u>	
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		Written 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 eg 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
