

Parent Link

**Health & Safety at Work Act 1974
Health & Safety Lone Working Policy Statement**

Parent Link’s statement of policy in regard to lone working is to:

- Consider lone working as a higher risk activity where Parent Link’s management strive to minimise such working instances
- Minimise particularly where high risk work is also undertaken under lone working conditions e.g. electrical, working at height
- Never unknowingly expose an employee to uncontrolled risks particularly associated with lone working
- Consider and act on all reasonable concerns raised by employees in relation to lone working situations e.g. in times of absence of a colleague, safety concerns
- Provide adequate resources and training for the employee to ensure their Health and Safety particularly under lone working conditions
- Ensure Parent Link minimises the risks and liabilities associated with employee lone working and that its duties as required by Health and Safety legislation are not compromised, e.g. provide lone workers telephone access
- Provide uniform and adequate control of the additional Health and Safety risks arising from lone working across the organisation
- Provide timely information and instruction to supervisors to ensure that instances of lone working are minimised or that associated risks are properly assessed and controlled
- Ensure that all employees are competent to do their tasks and to give them adequate training
- To further Lone work. Please contact Parent Link Duty Manager for permission.
- Review and revise this policy as necessary at regular intervals

Parent Link also accepts its responsibility for assessing the risks to the health and safety of volunteers who work for the Parent Link and other people who may be affected by our activities.

All employees and volunteers have a responsibility to co-operate with supervisors and managers to achieve a healthy, safe workplace and to take care of themselves and others.

Overall and final responsibility for Health and Safety in Parent Link is that of:

Duty Manager of Parent Link

Signed

Dated

This policy was approved on and will be kept up to date as the size and nature of Parent link changes and as new legislation is introduced. Otherwise date of next review May 2012.