



Coleg Powys

Lone Working Policy

It is Coleg Powys' intention to ensure, so far as is reasonably practicable, a high standard of health, safety and welfare in all its premises and all its activities. Coleg Powys requires that all employees, students and others conduct their activities in such a way as not to endanger themselves, fellow employees, students or anyone else that may be affected by their acts or omissions.

It is Coleg Powys' responsibility and duty to assess the risks to lone workers and take steps to avoid this if possible or, where that is not practical, to control the risks by other means.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Before any lone working is carried out, it is the responsibility of the Section Leader who is lone worker's line manager to ensure that, the hazards involved with the task must be identified; the risks assessed and control measures for those risks put in place. Control measures may include instruction, training, supervision or anything else that the risk assessment highlighted that would reduce the level of exposed risk.

Checks must also be carried out to ensure that the person that is expected to work alone is medically fit and suitable to carry out the task. Consideration needs to be given to both routine work and also foreseeable emergencies, such as intimidation, violence or fire alarms, which may impose additional physical and mental burdens on the individual.

Coleg Powys will strive to ensure that it does not expose anyone to unacceptable levels of risk and has systems in place to ensure that this is so. The monitoring procedures, in conjunction with the Health and Safety Policy and the requirements laid out within it, shall ensure, as far as is reasonably practicable, the health, safety and welfare of all those concerned with Coleg Powys