



# LEICESTER TIGERS Foundation

## The Leicester Tigers Foundation - LONE WORKING POLICY

Written By	Approved by	Approved on	Review on
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### Lone Working Policy

#### 1. Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself/ herself and of other persons who may be affected by his/her acts or omissions at work; and as regards any duty or requirement imposed on his/ her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is: “Those who work by themselves without close or direct supervision”.

#### Persons at Risk

At the Foundation, people at risk may include anyone who comes into the building alone during quieter times and in more isolated sections of the stadium.

#### Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders, use of chemicals and lifting.
- Competency, ability and medical condition of the individual.

This is not an exhaustive list, individuals are expected to discuss any potential lone working with



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their immediate line manager so the risk can be assessed and any necessary control measures applied.

### 2. Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Tell their manager about any relevant medical conditions.
- Report any hazards or accidents encountered.
- Ensure doors are locked to prevent intruders
- Ensure the management know you are lone working and have a telephone nearby should assistance be required.

The Foundation will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in the building with others. Key holders are also advised to inform someone when they are attending an alarm call out. Staff should inform the Stadium Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone at home that they are working out of normal hours.

### 3. Emergency Services Information

Dial 999 and be ready to give the following information:

- Your name.
- Telephone number: 01163198888.
- Address: The Mattioli Woods Welford Road Stadium, Aylestone Road, Melton Leicester, LE2 7TR
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.