	<p style="text-align: center;">STRPS – Safety Management System Section 8.5 STRPS Staff & Volunteer Lone Working</p>	<p>REF: SMS 8.5 ISSUE: 04 DATE: 25.3.26* PAGE: 1 of 2</p>
--	--	---

8.5.1 Requirements.

Whilst there is no specific legislation relating to Lone Working the Health & Safety at Work Act 1974 requires the STRPS manages any health and safety risks when volunteers work alone.

8.5.2 Arrangements.

The STRPS recognises that staff and volunteers may be required to work alone either routinely or occasionally. For all work activities where lone working is foreseeable, the following applies:


- The core action to identify and mitigate risks associated with lone working is that all personnel must sign in when arriving on site and sign out before leaving site.
- The requirement to sign in on arrival on site and sign out when leaving site is rule A3.a in the STRPS rulebook.
- A lone working risk assessment must be carried out and control measures put in place.
- Control measures should comply with HSE guidance on working alone.
- Control measures must focus on adequate means of communication with the lone worker and monitoring / checks on their safety and wellbeing.
- STRPS volunteers must ensure that the DOM / Responsible Person is made aware of a lone working event that they are undertaking and must comply with the agreed frequency of reporting to the DOM / Responsible Person during the work event – as a minimum this should include advising the start & finish times.
- If the lone worker is alone on site, procedures must be established to confirm that they are safely off site. This might be contact with another agreed STRPS person or with a family member/friend who agrees to take on this role. In the latter case the family member/friend is told that they may contact a responsible person in STRPS if they have any concerns, for example if the lone worker cannot be contacted.
- The DOM / Responsible Person must maintain a log of all lone working events that records the contacts made and any other appropriate information.

Emergency procedures must be established in order to assist the lone worker should this become necessary.

8.5.3 Applicable Legislation.

Health & Safety at Work Act 1974.

8.5.4 References.

	STRPS – Safety Management System Section 8.5 STRPS Staff & Volunteer Lone Working	REF: SMS 8.5 ISSUE: 04 DATE: 25.3.26* PAGE: 2 of 2
--	---	---

INDG 73 Rev 4 03-2020 Protecting Lone Workers – How to manage the risk of working alone.

[Lone working: Protect those working alone - HSE](#)

8.5.5 Documentation.

STR-RA6 Lone Working Risk Assessment.

Lone Working Contact Records.