



BBC Studioworks

Lone Worker Policy

Health and safety policy

Lone Worker Policy

1. Aim

This policy applies to all employees of BBC Studioworks including those employed on a part-time and fixed-term basis. It also includes any casual workers or self-employed individuals engaged on behalf of the studio.

BBC Studioworks(BBCS) is responsible for the health, safety and welfare at work of all our workers. We also have a responsibility for the health and safety of any contractors or self-employed people working for us.

Workers have responsibilities to take reasonable care of themselves and others who may be affected by their work activities and to co-operate with BBCS in meeting their legal obligations.

2. Key Principles

Lone workers are those individuals who work by themselves without close or direct supervision.

They may include:

- A person working alone in a part of the studio building i.e. plant room, store room, kitchen.
- People working alone for long periods.
- People working on their own outside “normal” hours i.e. security, FM, cleaning staff etc.

In such cases, employers and managers should take into account the work to be done and any foreseeable emergencies i.e. fire, equipment failure, illness and accidents.

If the lone worker has a medical condition, then medical advice should be sought as necessary.

Lone workers should be sufficiently experienced and fully understand the risks and precautions involved in their work and the location that they work in.

3. Responsibilities

Employees

- Ensure that they are aware of the Lone Worker Policy and Procedure.

Health & Safety Responsible Team

- Support and advise managers and employees on the Lone Worker Policy and Procedure
- Ensure that the policy is up-to-date, in line with best practice, and compliant with employment legislation

Managers

- Ensure that they are aware of the Lone Worker Policy and Procedure
- Ensure that all employees are aware of the procedure and that they know to communicate any concerns, whether about themselves or colleagues
- Take advice from Human Resources when necessary

Human Resources

- Support and advise managers in terms of the lone worker procedure.