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Lone Working Policy

Date of approval & adoption	Approval by & at	Review Required

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ADD YOUR GROUP NAME HERE

Purpose

The purpose of this policy is to alert volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give volunteers a framework for managing potentially risky situations.

Definition

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision e.g. people working separately from others, people who work outside normal hours .

Potential Hazards

For volunteers working alone, they face the same risks in their work as others doing similar tasks but additionally, they may encounter the following;

- Accidents or sudden illnesses when there is no-one to call for help or first aid.
- Violence or the threat of violence
- Attempting to do tasks which cannot safely be done by one person alone.

Measures to reduce the risks associated with lone working

To reduce the risk of lone working, at least 2 members of **INSERT YOUR FO GROUP NAME HERE** MUST undertake a risk assessment to assess the following;

- The environment and location.
- The nature of the task.
- The individuals concerned.
- Any history of previous incidents.
- Any other special circumstances.
- The ability or otherwise to use a mobile phone in case of emergency.

Where there is any reasonable doubt about the safety of a lone worker in a given situation, **INSERT YOUR FO GROUP NAME HERE will make other arrangements to complete the task.**

In any situation where a volunteer is working alone and begins to feel unsafe or unwell, they must remove themselves from the situation immediately and report the incident to the committee of **INSERT YOUR FO GROUP NAME HERE**.

All volunteers are responsible for following safe systems whilst working alone and should take simple steps to reduce the risks associated with doing so.