



Trauma Informed Parenting SCIO

Policy – Lone Working Policy			
Document Reference No. 41	Revision Level: 0	Approved By: S scott	
References: Health and Safety		Originator: CEO	Date Approved: 22/9/2025

Revision Level.	Description of Revision	Approved By:	Date
0	Approved on	CEO	
1	Reviewed	Board22/9/25	

1. Purpose

This policy ensures the health, safety, and wellbeing of Trauma Informed Parenting (TIP) employees and volunteers who work alone or in isolation. It sets out clear procedures and precautions to manage the risks associated with lone working while maintaining compliance with health and safety regulations.

2. Scope

This policy applies to all TIP employees, volunteers, and contractors engaged in lone working, including:

- On-site lone working (e.g., in offices or training venues).
- Off-site lone working (e.g., delivering training remotely or visiting external locations).
- Lone working outside normal business hours.

This policy should be read in conjunction with TIP's Health and Safety Policy.

3. Definition of Lone Working

Lone working is defined as any work activity undertaken without direct supervision or immediate colleague support, where an individual is out of sight or earshot of others.



Trauma Informed Parenting SCIO

4. Risk Assessment

4.1 General Risk Assessment

TIP will conduct regular risk assessments to identify hazards related to lone working and implement necessary control measures.

4.2 Individual Risk Assessments

Risk assessments will be tailored to specific lone working roles or environments, considering factors such as:

- Location and accessibility.
- Nature of the work.
- Potential threats (e.g., personal safety risks).
- Emergency response capabilities.

5. Safety Measures

5.1 Communication

- Lone workers must have access to a mobile phone or communication device at all times.
- A check-in system will be used, requiring lone workers to confirm their status at agreed intervals with a designated contact.

5.2 Training

All lone workers will receive mandatory safety training, including:

- Risk assessment procedures.
- Emergency protocols.
- Personal safety awareness.

5.3 Personal Safety

- Lone workers must remain vigilant of their surroundings and trust their instincts if they feel unsafe.
- When meeting external parties or entering unfamiliar locations, lone workers must inform a colleague of their whereabouts and expected return time.

5.4 Equipment

TIP will provide necessary safety equipment, such as:

- First aid kits. (if not available at premises)
- Personal alarms (if required based on risk assessment).

6. Emergency Procedures



Trauma Informed Parenting SCIO

6.1 In the Event of an Emergency

Lone workers should:

- Call emergency services (999) if required.
- Contact their supervisor or designated emergency contact.
- Exit the situation immediately if they feel unsafe.

6.2 Emergency Contact List

TIP will maintain an updated emergency contact list for all lone workers, accessible to relevant personnel.

7. Incident Reporting

- All incidents, accidents, or near-misses involving lone workers must be reported immediately to supervisors.
- Incident reports must be documented following TIP's Incident and Near Miss Reporting Procedures.

8. Support & Wellbeing

- TIP recognises that lone working can be emotionally and physically demanding.
- Employees and volunteers will have access to support services, including:
 - Counselling (if required).
 - Wellbeing check-ins for lone workers.

9. Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation or identified risks.

Revision Level.	Description of Revision	Approved By:	Date
0	Approved on	CE022/9/25	
1	Reviewed	Board	

10. Related Policies and Procedures

40-TIP Health and Safety Policy

36-Accident Reporting



Trauma Informed Parenting SCIO