

Lone Working Policy

Project Abundance CIC

Date: [July 2025]

Review Date: [01/07/2026]

Approved by: [Lewis Venum, Jan Peacock, Jennifer Mason]

1. Policy Statement

Project Abundance recognises that some staff and volunteers may be required to work alone as part of their duties and maintain performance and targets however, lone working presents additional health and safety risks, and this policy sets out how those risks will be managed.

We are committed to:

- Protecting the health, safety, and welfare of anyone working alone.
- Ensuring appropriate risk assessments are carried out.
- Providing clear procedures for safe lone working.

2. Definition

Lone working is defined as:

“Any situation where a staff member, volunteer, or contractor works without direct supervision or without close contact with colleagues.”

Examples:

- Being the only person on site to water, weed, or harvest.
- Working in isolated areas of the garden or greenhouse.
- Administrative work alone in the shop or office.

3. Responsibilities

- **Board of Directors/Trustees:** Ensure this policy is implemented and reviewed.
- **Managers/Site Coordinators:** Carry out risk assessments, brief lone workers, and monitor safety.
- **Staff/Volunteers:** Follow procedures, use check-in/out systems, and report concerns or incidents.

4. Risk Assessment

- Lone working must be risk assessed before starting.
- High-risk tasks (working at height, using power tools, fire/cooking activities) **must not be carried out alone**.
- A written record of risk assessments will be kept.

5. Lone Working Procedures

- All lone workers must:
 - Inform their manager of start and finish times.
 - Carry a charged mobile phone.
 - Have access to a first aid kit and emergency contacts.
 - Avoid lone working after dark unless essential and authorised.
 - Follow the **Lone Working Checklist** before starting.
- A check-in/out system (call, text, or app) must be used.

[Link to Lone Working checklist poster](#)

6. Emergencies

- In an emergency, lone workers should call **999** first, then notify their manager.
- Accidents/near misses must be reported via the Accident & Incident Form.

7. Monitoring & Review

- Managers will monitor compliance with this policy.
- Policy reviewed annually, or sooner if there is an incident or change in operations.

Signed: _____

Date: _____