

Lone Working Policy		
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Page no: 1	Position: Trustee	

The Avon Centre Lone Worker Policy

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Policy Statement.

The Avon Centre takes the health and safety of its employees and volunteers very seriously. We have a legal duty to ensure the health safety and welfare of our employees and volunteers while at work or carrying out volunteer activity. There should be no time when staff or volunteers should be working alone, except possibly when they are the last to leave the premises. The exception is the caretaker, who lives on the premises.

Aim and Scope.


This policy is designed to alert employees and 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 employees and volunteers a framework for managing potentially risky situations.

Related Policies and Procedures.

- Lone working Risk Assessment.
- Lone Working Procedure.

Related Legislation.

- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.

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Context.

The Avon Centre has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees and volunteers have responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precautions can reduce the risks associated with working alone.

Definition.

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision. For example:

- People working separately from others in a building
- People who work outside “normal” hours
- People who work away from their fixed base without colleagues
- People who work at home other than in low risk, office-type work

The definition covers staff and volunteers in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.

Potential Hazards of Working Alone.

People who work or volunteer will face the same risks in their work as others doing similar tasks. However, additionally they encounter the following:


- Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available
- Fire
- Violence or the threat of violence
- Lack of safe way in or out of a building – e.g. being accidentally locked in
- Attempting tasks which cannot safely be done by one person alone

Measures to reduce the risk of lone working.

To reduce the risk for people working alone we carry out a risk assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.

All available information should be considered, and risk assessments should be updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given

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situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

In any situation where an employee or volunteer is operating alone and feels unsafe, they must remove themselves from that situation immediately and report the incident their line manager/coach or the office.

In any situation where an employee or volunteer is operating alone and an incident occurs, this must be reported immediately.

Any Employee needing to carry out lone working (for example in the woods when other staff are in the office) needs a form of communication and a regular contact with someone. They must either have a mobile phone or walkie-talkie. Another member of staff needs to be available to have regular contact (possibly every half hour) to ensure the safety of the lone worker.

Under no circumstances should anyone work if they are completely alone on the premises. They must always be accompanied by a friend, colleague, volunteer or family member. This is for their own safety.

Supervision.

No volunteer or employee, other than the caretaker, should be alone.

Conclusion.

Safe practices for lone workers is no different from organising the safety of other staff or volunteers, but risk assessments must take account of any extra risk factors.

The Avon Centre ensures that measures are in place to reduce risk and that expectations have been communicated to employees and volunteers and appropriate training provided.

All staff and volunteers are responsible for following safe systems of work and should take simple steps to reduce risks associated with normal duties.

