



Lone Working & Personal Safety Policy

We strive to provide a safe environment, safe equipment and safe systems of work for our employees, volunteers and others working on our premises and we recognise our duty to assess the additional risks faced by lone workers and to take steps to avoid or control those risks where necessary. We will reduce lone working as far as possible but we recognise that by the nature of how our staff and volunteers provide their services some lone working is inevitable (cleaning the village hall, cutting the grass in the children's play area and some contractors etc).

Aims

We aim to:

- Increase awareness of safety issues relating to lone working, alert staff, volunteers and others to the risks presented by lone working.
- Identify the responsibilities each person has in lone working situations.
- Ensure the risks of lone working are assessed in a systematic and ongoing way.
- Enable safe systems and methods of work to be put into place to reasonably and practicably reduce risks.

Scope

This policy is applicable to all staff, volunteers and, where appropriate, contractors and applies to all situations involving lone working.

Definition

Lone workers are those who work for us by themselves without close or direct supervision or support and include those who are alone on the premises and/or work outside normal working hours.

Risk Assessment

We have conducted risk assessments of known lone working activities – see Appendix 1. Further risk assessments will be undertaken when new lone working activities become known.

Mitigating risk

In general lone workers should:

- Take care of their own safety and recognise the limitations on the activities they can undertake due to lone working (do not climb ladders etc).
- Ensure their security by locking external doors/gates.
- Operate a system of checks with family, friends or neighbours notifying them of intended destination and expected duration of time away.
- Take a fully charged mobile phone with them.
- Know what the contact arrangements are and whom to contact in an emergency.
- Keep valuables out of site in a vehicle.
- Reverse into parking spaces to enable quick and easy departure.

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Policy Application

We will bring this policy to the attention of all staff, volunteers and contractors working alone. We will discuss with them our desire to reduce lone working to the absolute minimum necessary and the measures we have put in place to support them when it is necessary. We will also discuss the limitations lone working places on the tasks which may be safely completed and emphasise that perceived urgency of a task or the desire to finish the whole job does not alter the task's suitability to be undertaken by a lone worker.

We will maintain a record of those people involved in lone working, their contact details and those of their next-of-kin.

This policy was adopted by the trustees on 30th September 2015

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APPENDIX 1

LONE WORKING TASKS

TASK	BY WHOM	RISK ASSESSMENT
Cleaning village hall (routine)	Caretaker	Lone Worker - Village hall routine cleaning
Cutting grass in children's play area	Volunteer	Lone Worker - Grass cutting in children's play area
General maintenance of children's play area	Volunteer	Lone Worker – General maintenance of children's play area
General maintenance in village hall	Volunteer	Lone Worker - General maintenance in village hall
Painting in village hall	Volunteer	Lone Worker – painting in village hall
Delivering cash to bank	Treasurer	Lone Worker – cash delivery