

## **Lone Working Policy**

### **1. Introduction**

- 1.1. Sacriston Youth Project (“the Charity”) values the health and personal safety of all employees, trustees, volunteers, contractors and any third party working on our behalf. This Policy has been put in place to ensure the safety of those working alone on behalf of the Charity.
- 1.2. We recognise that working alone may involve an increased risk to the health and safety and the Charity therefore has a policy that helps to ensure that it succeeds in its responsibility to manage risks and to ensure those working for or on behalf of Sacriston Youth Project.

### **2. Aims of the Policy**

- 2.1. To ensure the safety of lone workers when exercising their duties in the absence of any colleagues or Line Managers.
- 2.2. To ensure that the Charity complies with all of its legal obligations.

### **3. Risk Assessments**

- 3.1. The Charity will carry out risk assessments on all types of work that are (or are likely to be) undertaken alone with particular regard when doing so to the following factors:
  - a) Risk of Violence (particularly when dealing with the public).
  - b) Equipment (must be suitable and safe for use by one person).
  - c) Health Risk during pandemic and lockdown situation.
  - d) Location.
  - e) Materials (all materials used by suitable for use by one person).
  - f) Proximity to Help.

### **4. Procedures**

- 4.1. All lone workers should adhere to the following guidelines when working alone:
  - a) Avoid unnecessary out of hours working where possible.
  - b) Notify your Line Manager if you are intending to work outside normal hours.
  - c) Familiarise yourself with your location, fire safety procedures and escape routes in the event of an emergency.
  - d) Where possible ensure that you have keys to all entrances and exits and keep them

locked at all times.

- e) Do not allow unexpected visitors in unless they carry sufficient identification.
- f) Familiarise yourself with the alarm system at your location.
- g) Ensure that you leave your contact details with your Line Manager.
- h) Make sure that people at home are aware of your movements.
- i) In the event that you feel unwell seek help immediately and if necessary, call 999 or 101.
- j) If you are lone working off site at the end of the day, you must ring or text a designated colleague to confirm you have returned home.

## **5. Control Measures**

5.1. The following measures must be followed:

- a) Checks of employees located within Charity premises or property will be made every three hours.
- b) Employees working elsewhere other than on Charity premises must call in every 3 hours and at the beginning and end of each day during normal working hours. Such employees will also be provided with a first aid kit that they must ensure remains adequately stocked.
- c) Employees must ensure their mobile phones are kept charged and switched on while working.
- d) A code word must be established for the employee to use via telephone or text to alert their Line Manager or a colleague that they are in danger.
- e) In the event of an emergency the main points of contact will be the Line Manager. You will be provided with their contact numbers which must be stored in your phone.
- f) All lone workers must comply fully with this policy and with any complementary instructions received from the Charity. Failure to do so may constitute a disciplinary offence.

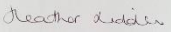
## **6. The Law**

6.1. Under the terms of the Health and Safety at Work Act 1974 the Charity has a duty to ensure the health and safety of its employees as far as is reasonably practical.

6.2. The Management of Health and Safety at Work Regulations 1999 place a duty on the Charity to assess the degree of risk in the workplace.

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**This policy has been approved & authorised by:**

**Name:** Heather Liddle  
**Position:** Trustee – Sacriston Youth Project  
**Date:** April 2021  
**Signature:** 

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Date of Review	Reviewed By	Changes Made	Date of Next Review
April 2021	Jo Cameron - Trustee		April 2022