Lone Working Policy

1. Purpose

This policy sets out how Gamesley Community Group (GCG) will manage the health, safety, and welfare of employees, volunteers, and trustees who work alone or without direct supervision.

The aim is to:

- Protect lone workers from risks to their health and safety.

- Ensure that staff and volunteers are aware of safe working procedures.

- Comply with all relevant legislation and HSE guidance.

2. Scope

This policy applies to:

- All employees, sessional workers, and volunteers of GCG.

- Trustees carrying out duties away from others or outside normal working hours.

- Contractors or partner organisations where GCG has a duty of care.

Lone working may occur:

- In the Community Centre, outside normal hours.

- During outreach or community engagement work. *(List community venues, estates, or partner sites here)*

- When travelling alone between venues or home visits. *(If applicable, note if GCG undertakes any home visits or off-site work.)*

- When a worker is the sole person on-site, such as opening or closing premises.

3. Definition of Lone Working

A lone worker is someone who works by themselves without close or direct supervision, where help may not be immediately available if something goes wrong.

Examples include:

...teer setting up an event alone in a hall.

- A staff member working late in the office.

- A youth worker delivering a session in the community without another colleague present.

4. Responsibilities

4.1 The Board of Trustees

- Ensure this policy is implemented and reviewed annually.

- Approve risk assessments and ensure adequate resources are available to support lone workers.

4.2 Managers / Project Leads

- Identify roles that involve lone working and assess associated risks.

- Ensure lone workers are trained, competent, and equipped to work safely.

- Maintain an up-to-date Lone Worker Register (who, where, when). *(Insert how and where this record is maintained — e.g., shared drive, secure spreadsheet, etc.)*

- Ensure all lone workers understand emergency procedures and reporting requirements.

4.3 Employees and Volunteers

- Follow this policy and relevant safety procedures.

- Report any incidents, near misses, or hazards encountered while working alone.

- Take reasonable care of their own safety and that of others.

- Keep their manager informed of their whereabouts when lone working.

5. Risk Assessment

GCG will undertake a specific risk assessment for all lone working activities.
This assessment will consider:

- The environment (lighting, security, isolation).

- The nature of the task.

ividual's experience, health, and training.

- Communication arrangements.

- Travel and emergency access.

(Insert how risk assessments are recorded and reviewed — e.g., "All assessments will be logged in the GCG Health & Safety folder on [system/location] and reviewed annually or after incidents.")

High-risk activities (e.g., working at height, handling cash, or dealing with members of the public) must not be undertaken alone.

6. Safe Systems of Work

6.1 Communication and Monitoring

- Lone workers must inform a designated contact of their location, start time, and expected finish time.

- A buddy system should be in place to ensure periodic check-ins (via phone, text, or app).
  (Insert details of who acts as the designated contact or monitoring person — e.g., "Duty Manager" or "Office Coordinator.")

- If a lone worker fails to check in, the contact should attempt to reach them and, if unsuccessful, follow the Emergency Escalation Procedure. *(Insert link or appendix reference to the procedure.)*

6.2 Equipment and Resources

- Lone workers will be provided with appropriate equipment (e.g., mobile phone, personal alarm, first aid kit).
  (Specify what equipment GCG provides.)

- Staff should ensure phones are charged and switched on.

6.3 Working on Premises

- Lone workers must ensure that doors and windows are secure, and fire exits remain clear.

- They should not allow unauthorised persons into the building.

- Lone working should be pre-approved by a manager and recorded.

6.4 Working in the Community

orking in the community (e.g., at events or home visits) must only occur following a
essment and approval from a manager.

- A visit record should be maintained including address, purpose, and expected duration.

- Staff should avoid high-risk areas and always carry identification.
  (Insert if GCG delivers any home visits or community outreach — if not applicable, note that lone working in community settings is limited to public venues.)

6.5 Travel

- Use safe travel routes and avoid carrying large amounts of cash or valuable equipment alone.

- If using a vehicle, ensure it is roadworthy and insured for business use.

- Inform a colleague of departure and arrival times when travelling between sites.

7. Emergencies and Incident Reporting

- In an emergency, lone workers should contact 999 immediately and then inform their designated contact.

- All incidents or near misses must be reported using GCG's Incident Reporting Procedure.
  (Insert where this form is stored or who receives it — e.g., "submitted to the Project Lead or Health & Safety Officer.")

- The incident will be reviewed, and learning shared with staff and volunteers.

8. Training and Support

- All staff and volunteers who may work alone will receive induction training covering this policy, personal safety, and emergency procedures.

- Refresher training will be provided annually or when circumstances change.
  (Insert how training records are kept — e.g., HR files, volunteer database, etc.)

9. Review and Monitoring

This policy will be reviewed annually or after any lone working incident.
 The review will include:

- Updates to risk assessments.

ck from staff and volunteers.

- Any new working environments or practices.

(Insert who is responsible for policy review — e.g., "Health & Safety Lead" or "Board of Trustees.")

10. Related Policies and Procedures

This policy should be read in conjunction with:

- Health & Safety Policy

- Safeguarding Policy

- Risk Management Policy

- Incident Reporting Procedure

Appendices (to be developed by GCG)

1. Lone Working Risk Assessment Template

2. Check-In / Buddy Contact Sheet

3. Emergency Escalation Procedure

4. Incident Report Form