



## LONE WORKING POLICY AIM

Make key volunteers aware of all systems, procedures and equipment that must be utilised to reduce the levels of risk associated with working alone.

## SCOPE/DEFINITION OF LONE WORKING

A lone worker is defined as any member of staff working on their own in their own home, in the car or in the community.

## RISK ASSESSMENT

The main risks for someone working alone at home or at a golfing venue have been identified as:

- Being taken suddenly ill
- Having an accident that results in injury
- Fire
- Someone trying to enter the building
- An intruder already in the building

There are additional risks faced by workers who are lone working from home or who visit golfing venues. These can be mitigated by using common sense and not making your situation obvious. For example, only walking on paths and corridors, walking not running, not telling people explicitly that you are working alone etc. Lone workers in these situations should also ensure they have the 'Emergency Contacts' list close at hand.

## ACTIONS

In order to mitigate the risks identified in any risk assessment, the following actions should be taken by lone workers:

### General

- Key Volunteers working alone should ensure that they have received and read the lone working policy.
- Members of the team should have access to a telephone handset or mobile phone at all times and in all locations throughout the building in case of an emergency.
- Staff have access to an 'Emergency Contacts' list which should be kept close by or stored in their mobile phone (please consider personal details relating to members of the Links team and keep them confidential)
- Key volunteers should ensure that colleagues have an idea of their working schedule golf venue / travelling / own home working
- While alone in a building, do not attempt to use equipment that could result in injury, e.g. using a ladder to reach something on a top shelf. Use common sense and do not put yourself at risk.
- If there is an intruder in a building and you are able to leave, do so immediately and cross the road to safety and call 999.
- If you are not able to leave and there is an intruder, if you are not under duress, telephone one of the emergency contacts or 999.

- If you are unexpectedly planning on working alone, consider advising a colleague or close family member of this, particularly in the darker months of the year and in the evening.
- If you are leaving a colleague working alone and you notice something suspicious on leaving, return to the premises and discuss this with them.

#### Working in the community

- It is important to bear in mind that the Lord may lead you to people from all walks of life and backgrounds. It is therefore vital to be sensible if you are arranging a meeting with someone you do not know. You must consider meeting in a public place, e.g. a coffee shop or taking a colleague or friend.
- If you are meeting someone alone, consider advising a colleague before the meeting takes place and again when the meeting has finished.
- It is particularly important to consider the risks if the meeting takes place after dark or outside office hours.
- We do not expect you to meet a member of the opposite sex alone, unless in a public place and during daylight hours. Please take a colleague or friend with you.
- If you feel vulnerable working alone, do not put yourself at risk, report suspicious activity immediately to a colleague or, if necessary, the police.
- If you perceive the risks to be unmanageable and you feel unsafe, do not work on your own.

### **INCIDENT REPORTING**

If an incident occurs while you are working alone, this needs to be reported and addressed immediately.

You should report any incidents or concerns to your manager.

### **REVIEW**

This policy will be reviewed annually in March by the trustees. Any changes necessary will be brought to the attention of the key volunteers.