



## **Lone Working Policy**

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### **1.0 Policy Statement**

- 1.1 Highworth Community Association recognises that at times some of its volunteers, hirers and users may need to work alone.
- 1.2 The policy should be read in conjunction with the Highworth Community Association Health and Safety Policy.

### **2.0 Purpose**

- 2.1 The principle purpose of the Highworth Community Association Lone Working Policy is to ensure that appropriate measures are in place to provide safe systems for those who work alone.

### **3.0 Personal Safety**

- 3.1 Volunteers, hirers and users should take all reasonable precautions to ensure their own safety as they would in any other circumstances.
- 3.2 'Reasonable precautions' might include:
  - avoiding working alone if not necessary
  - where possible the final two people should leave together
  - ensuring someone knows where you are and when are expected home
  - avoiding where possible poorly lit or deserted areas
  - taking care when entering or leaving empty buildings, especially at night

- ensuring that items such as laptops or mobile phones are carried discreetly
- ensuring you know the location of exits and entrances

For more information see the Suzy Lamplugh Trust website  
<http://www.suzylamplugh.org/personal-safety/personal-safety-tips>

#### **4.0 Legislation**

- 4.1 The Safety Health and Welfare at Work Act, 2005 requires all employers to provide among other things, safe places and safe systems of work.
- 4.2 Section 19 of the 2005 Act requires that an employer shall, in identifying hazards and assessing risks, take account of particular risks, affecting employees, working alone at the place of work, or working in isolation at remote locations.

#### **5.0 Definitions**

- 5.1 "Lone Workers" are those who work by themselves without close or direct supervision.  
**Source: Health and Safety Authority**
- 5.2 Lone working for this policy refers to situations where volunteers, hirers or users are alone or are physically isolated and without access to immediate assistance.

#### **6.0 Risk Assessment**

- 6.1 If no previous assessment has taken place, prior to undertaking lone working volunteers, hirers and users should undertake a risk assessment taking into account:
  - The environment - including the security and access
  - The context - including the nature of the task
  - History – any previous incidents in similar situations
- 6.2 Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to making other arrangements.

#### **7.0 Building Security**

- 7.1 To provide a safe environment for all volunteers, hirers and users including lone workers all appropriate steps will be taken to control access to the building.
- 7.2 To ensure the safety of all volunteers and users of the building the external doors are to be kept closed at all times as a safety precaution when working alone.

- 7.3 Access to the building will only be available to designated key holders and hirers.
- 7.4 A process for access to keys will be agreed with hirers.

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Adopted by the Trustees of Highworth Community Association on 27<sup>th</sup>  
November 2012

Signed on behalf of the Trustees Maura King ..... Chair

To be reviewed and up-dated 24 months .....