



Lone Working Policy

Wn7 Outreach CIC is responsible for the Health and Safety of all persons involved in its activities as set out in its Health and Safety Policy, and as required by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

As part of this responsibility, it is the duty of Wn7 Outreach CIC to assess risks to lone workers and to take steps to avoid or control risk where possible.

Persons who work alone also have responsibility to take reasonable care of themselves and other people affected by their duties.

Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of *Wn7 Outreach CIC Staff & Volunteers*.

Lone working includes:

- An individual working alone in Brooklands Mill, Leigh (AKA Try Fitness).
- An individual working alone and visiting another organisation's business premises or a meeting venue.
- An individual working alone and making a site visit to an individual or group of two or more people.
- An individual working alone from home.

3. Lines of responsibility

Responsibility for securing the health, safety and welfare of lone workers lies with *Anthony Doyle*.

The Directors are responsible for providing resources for putting the policy into practice, and for ensuring that the effectiveness of the policy is regularly reviewed.

Ensuring that staff/volunteers are aware of this policy.

Taking all possible steps to avoid lone workers from being at greater risk than other employees.

Identifying situations where staff/volunteers could work alone and, where possible, adopting systems to avoid those situations.

Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.

Ensuring that dynamic risk assessments are carried out and reviewed regularly.

Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction, and training, including training at induction, updating, and refreshing this training as necessary.

Managing the effectiveness of preventative measures through a system of reporting, investigation and recording incidents.

Ensuring that appropriate support is given to staff involved in any incident.

Providing personal safety equipment where it is felt to be desirable.

Staff & Volunteers are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance where appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers that they identify or any concerns they might have in respect of working alone.

General arrangements

- Provide adequate channels of communication in an emergency.
- Identify tasks or settings which present a special risk to lone working.
- Identify situations where there is a risk of violence.
- Consider alternatives to home visits.
- Arrange safe travelling between appointments.
- Set up reporting and recording procedures.

Specific situations

- Consider whether a person is medically fit and suitable to work alone.
- Take account of any known risk attached to a client or group.

Monitoring safety issues

Lone workers must report incidents (including near misses, accidents, and verbal abuse) and entries should be made via the Accident and Incident reporting form.

Concerns about personal safety in any situation must be referred to as a matter of urgency.

All persons must exercise vigilance and ensure that incidents are not overlooked or ignored.

Lone Working Procedures

When making calendar entries for meetings outside Wn7 Outreach CIC premises you must show

- The name(s) and phone number(s) of the person(s) you are meeting.
- The name of the organisation they belong to.
- The full address of the meeting place unless it is a familiar location.
- The start time and an estimated finishing time.
- The name of any other *Staff Member/Volunteer* who will be with you.

If you are travelling alone, making a home visit, or going to a meeting at an organisation's premises or other venue as a lone worker you must confirm to a colleague that you have returned safely to your home or HQ.

If you are the colleague above, it is your responsibility to act if you do not receive confirmation.

If you are going to be alone in *Wn7 Outreach CIC* premises, do not hold meetings with people you don't know unless you have verified that they work for a recognised and trusted organisation.

If you are unexpectedly alone, for example when a colleague is absent at short notice and have arranged a meeting in *Wn7 Outreach CIC* premises with someone you don't know, either postpone the meeting or hold it in a public place such as a cafe. Alternatively attempt to make the meeting a virtual one.

If you are working alone in *Wn7 Outreach CIC* premises:

- Do not open the door to someone you don't know.
- Avoid making it known that you are alone.
- Do not go down into the cellar (*if applicable*).
- Do not use the lift (*if applicable*).
- Avoid doing any tasks involving physical risks such as going up ladders, or if unavoidable, let someone else know what you are doing and tell them when you have completed the task.
- Do not work alone with a child or an adult at risk.

Other considerations

If you are working alone at home make sure that you are using equipment safely.

Consider carrying a first aid kit in your car.

Anthony Doyle

Managing Director 2024