



## Lone working Policy

### Introduction

The Association of Carers recognises that some staff and volunteers are required to work by themselves for significant periods of time without close or direct supervision in the Community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff and volunteers so far as is reasonably practicable from the risks of lone working.

The Association of Carers also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its Employees.

### Aims of Policy

**The aim of the policy is to: -**

- increase staff and volunteer awareness of safety issues relating to lone working;
- ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone; ensure that appropriate support is available to staff who have to work alone;
- encourage full reporting and recording of all adverse incidents relating to lone working; and reduce the risks.

### Trustees

**The Trustees are responsible for:**

- ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working;
- providing resources for putting the policy into practice and ensuring that there are arrangements for monitoring incidents linked to lone working and that the Trustees regularly review the effectiveness of this policy.

### Director of Charity

**The Director of Charity is responsible for:**

- Reporting regularly to the Trustees on issues regarding lone working.
- Regular risk assessment of lone working of its staff members and volunteers.
- Putting into place safe methods of working to reduce risk as far as are reasonably practicable.
- Recording and acting on any issues raised by a volunteer or staff member to reduce the risk.



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- Providing regular training to all volunteers and staff members on lone working.

### Employees

#### Employees are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- co-operating by following rules and procedures designed for safe working;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- taking part in training designed to meet the requirements of the policy; and reporting any dangers or potential dangers they identify.
- keeping their contact details up to date in the office;
- ensuring that they know the emergency procedures and contact details. Also that a family member knows who to contact in the event that they are late in returning home.

**This policy should be read in conjunction with the Lone working procedure.**

Reviewed	10/12/15					
Signature						