



## Lone Working Policy

### Introduction

Pennyghael Community Hall SCIO (PCH) recognizes and values all its staff and volunteers. PCH is committed to ensure, as far as is practically possible, the personal safety of everyone as they undertake their work. This policy has a particular focus on those who, as part of their role, may be required to work alone. PCH will take all necessary steps to identify, manage and mitigate risk for staff working in this context. This policy governs all employees, board members and volunteers.

### Policy Statement

The aim of this Policy and its guidance is to:

- identify risk and put in place measures to mitigate any risk as far as possible
- respond swiftly and appropriately to concerns raised
- support those who work alone as a part of their role
- ensure that at all times staff members work alone in a safe and secure way as far as is possible.

PCH members of staff and volunteers have a responsibility to take reasonable care of themselves and other people affected by their work and to co-operate with colleagues in meeting legal obligations.

This policy applies to all employees, board members and volunteers who maybe working alone, at any time, in any of the situations described in the definition below.

This policy should be read in conjunction with the Health & Safety Policy.

It is recognized that risk is a necessary part of life and work, and it will not be possible to completely mitigate against all risk.

### Purpose

This policy is designed to:

- alert staff to the risks presented by lone working
- to identify the responsibilities each person has in this situation
- to provide guidance and procedures for working safely alone.

It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potential risk situations.

### Definition

For the purpose of this policy 'lone working' refers to situations where employees/board members/volunteers, in the course of their duties, work alone and/or outside office hours, during evenings and weekends and/or visit people in their homes and who may be physically isolated from colleagues and without access to immediate assistance. This may be planned or unplanned. A situation may also arise where there are other staff in a building but the nature of the building itself may essentially create isolated areas.

It is not possible to identify an exhaustive list of situations where an employee/board member/volunteer may find him/herself lone working.

However, the following situations are identified as the most likely where individuals will find themselves working alone:

Pennyghael Community Hall  
PART TIME DEVELOPMENT OFFICER - JOB DESCRIPTION

**'Out of hours' working in Pennyghael Community Hall**

- Being the first and/or last person in the office on a normal working day (Monday – Friday)
- Being in the workplace when others are not expected to be there e.g. Weekends/Public Holidays

**Working outside a formal workplace environment**

- Spending a significant time at different locations
- Travelling between various locations
- Visiting a somebody in their own home

**Security of buildings**

PCH exercises its duty and responsibility for the provision of safe place to work as identified in the Health and Safety Policy.

However, it is the responsibility of all employees to ensure that:

- All appropriate steps are taken to control access to PCH buildings, and that emergency exits are always accessible
- Alarm systems, where fitted, are tested regularly
- If applicable, key codes for alarms should be changed from time to time and when a member of staff or sub-contractor that knows the code leaves and as a matter of course if a breach of security is suspected
- When working alone they are familiar with exits and alarms
- There is access to all welfare facilities, toilets, refreshments etc.
- There is access to a telephone and first aid kit
- If there is any indication that the building has been broken into, they call for assistance before entering
- External doors are locked and, if appropriate, curtains are drawn and/or shutters are down to avoid unwanted visitors if working alone

**Assessment of risk**

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.

All available information should be considered and checked or updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

**Planning**

- Staff safety should be considered when choosing locations to undertake lone working.
- Staff should be fully briefed in relation to risk as well as the task itself.
- Communication, lone working checking-in arrangements must be in place and followed. Staff should ensure someone is always aware of their movements and expected return time.

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**Personal safety**

Whilst PCH acknowledges its responsibility and legal duty of care to all those who may work alone to ensure the highest possible standards of safety, individuals also have a duty and responsibility to act in a way that does not compromise their safety and to follow the guidance that accompanies this policy.

Anyone who knowingly works in a way that compromises the guidance set out in this policy will potentially place themselves at greater risk.

PCH will take any breach of the policy seriously and this could lead to disciplinary action for the individual, depending on the severity of the circumstances.

**Incident Reporting**

All incidents that are affected by this policy must be reported to the PCH Trustees. The incident will be investigated, and any remedial action taken.

**Monitoring**

This Policy will be monitored by the PCH Trustees annually or following the event of an incident.

Agreed by the Trustees at their meeting on 20<sup>th</sup> July 2021

Last Reviewed: 20<sup>th</sup> July 2021