



## Lone Worker Policy

Reviewed 2021

Review 2024

Boro Angels committed to providing a safe environment for staff and volunteers. This policy lays out the responsibilities with regard to working alone in the building or grounds.

The risk assessment is to be reviewed every 3 years and in addition, reviewed if there is any incident involving someone working alone.

- The first person to enter the building should not enter alone unless satisfied it is safe to do so
- No one should enter the building if there are any signs of forced entry or the intruder alarm is sounding
- If there are signs of forced entry the police should be called

Ensure you know where to find the following:

- First Aid Kit
- Fire Exits

Emergency Communications:

- Check that the radio/phones are charged and working

Keeping Safe:

- Lone workers must exercise ordinary care to avoid any accidents during activities
- No stranger shall be admitted to the premises whilst working alone
- Children and Vulnerable Adults Will not be admitted to the premises

### **Trustee's responsibilities**

- Identify staff and volunteers who are lone workers.
- Inform staff and volunteers of their responsibilities under the lone working policy.
- Ensure all new staff and volunteers are aware of lone working protocols.
- Ensure that a risk assessment has been completed and documented and is regularly reviewed.
- Put procedures in place which are designed to eliminate or reduce the risks associated with lone working
- Define limits of what cannot be done while working alone
- Ensure that staff and volunteers identified as being at risk are given appropriate information, instruction and training.

### **Staff and Volunteer Responsibilities**

- It is the responsibility of all staff and volunteers to take care of themselves.
- They should never knowingly put themselves at risk.
- Ensure they read, understand and comply with the lone working policy.
- Participate in the risk assessment process to reduce the risk associated with lone working. Any incidents should be recorded in the accident book kept in the office.

### **Risk Assessments**

The current risk assessment follows and forms part of this policy.

For reviewing the lone working risk assessment the following questions will be considered:

- Is it necessary for the individual to work alone?
- Does the building present any special risk to the lone worker?
- Is there a safe means of entry and exit?
- Is there any cash or valuables on the premises?
- Do lone workers have knowledge of the hazards and risks to which they are possibly being exposed?
- Do lone workers know what to do if something goes wrong?
- Does someone else know the whereabouts of the lone workers and what they are doing?
- Are the lone workers in possession of a working mobile phone at all times and with suitable emergency contact numbers?