



## LONE WORKING POLICY

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### Purpose

- The Holt Community Centre recognises that some staff, volunteers, and trustees may be required to work alone or without close supervision.
  - This policy sets out how risks associated with lone working will be identified, managed, and reduced to ensure the safety and wellbeing of individuals.
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### Scope

- Staff
- Volunteers
- Trustees and Management Committee members
- Contractors (where applicable)

It covers lone working:

- Within the Centre
  - When opening or closing the building
  - During events or activities
  - When working off-site on behalf of the Centre
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### Definition of Lone Working

Lone working refers to situations where an individual is:

- Working by themselves
- Working without immediate access to supervision or assistance
- Working out of normal hours



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## Responsibilities

### Management Committee / Centre Manager

- Ensure lone working risks are assessed
- Put appropriate control measures in place
- Provide information, training, and guidance

### Lone Workers

- Follow this policy and related procedures
- Take reasonable care of their own safety
- Report concerns, incidents, or near misses

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## Risk Assessment

- Lone working will be risk assessed as part of the Centre's Health & Safety arrangements
- Additional risk assessments may be required for specific tasks or activities
- Lone working will be avoided where risks cannot be adequately controlled

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## Lone Working Arrangements

Where lone working cannot be avoided, the following measures may be used:

- Clear procedures for opening and closing the building
- Check-in and check-out arrangements
- Agreed contact person and emergency contact details
- Mobile phone availability
- Restrictions on high-risk activities when working alone



- Adequate lighting, secure access, and safe working areas

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## **Personal Safety**

Lone workers must:

- Be aware of exits and escape routes
- Avoid confrontation wherever possible
- Trust their judgement and leave the building if they feel unsafe
- Never put themselves at risk to protect property

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## **Safeguarding**

- Lone working with children or adults at risk should be avoided wherever possible
- Where unavoidable, this must be risk assessed and approved
- All safeguarding procedures must be followed

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## **Emergencies**

In an emergency:

- Contact emergency services immediately
- Evacuate the building where required
- Inform the Centre Manager or a Trustee as soon as possible

Lone workers should be familiar with:

- Fire procedures
- First aid arrangements
- Emergency contact details



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### **Incidents & Reporting**

- All accidents, incidents, threats, or near misses must be reported and recorded
- Concerns relating to behaviour or safety should be raised immediately

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### **Review**

This policy will be:

- Reviewed annually
- Updated following incidents or changes in working practices

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### **Approval**

This Lone Working Policy is approved by the Management Committee of The Holt Community Centre.

**Date approved:** \_\_\_\_\_

**Review date:** \_\_\_\_\_

**Signed (Chair / Authorised Person):** \_\_\_\_\_