



LONE WORKER POLICY

Approved by: BOT April 2024	Date: April 2024
Review Date: May 2025	

Policy Statement

Suffolk West Federation of WI's takes the health and safety of its employees and volunteers seriously. We have a legal duty to ensure the health, safety and welfare of our employees and volunteers while at work or carrying out volunteer activity. We realise that at any given time, staff or volunteers may be working or volunteering alone, either in our office space or externally.

Aim and Scope

This policy is designed to alert employees and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees and volunteers a framework for managing potentially risky situations.

Related Policies and Procedures

Lone Working Risk Assessment for Park Farm
WI Lone Working Risks and Procedures (Appendix 1)

Related Legislation

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999

Context

The Federation has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. At any given time, employees or volunteers may be alone, either in our premises or when operating on our behalf externally. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees and volunteers have responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precaution can reduce the risks associated with working alone. This policy is designed for employees and volunteers who either frequently or occasionally work or volunteer alone.

Definition

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision.

Potential Hazards of Working Alone

People who work or volunteer alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available.
- Fire
- Lack of safe way in or out of a building eg danger of being accidentally locked in
- Attempting tasks which cannot safely be done by one person alone
- Violence or the threat of violence

Measures to reduce the risk of lone working

To reduce the risk for employees or volunteers working alone at the Federation office a risk assessment is in place.

A list of common-sense measures that individual WI members might want to consider is included as an appendix to this policy.

All staff and volunteers are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.

APPENDIX 1



WI Member Lone Working Risks and Procedures

When a member is alone at a WI meeting or is first to arrive or last to leave, it is useful to assess any risks to yourself or your property.

- Is the area well lit and safe?
- Are you at any risk from other people in the area?
- If possible, wait until another member arrives to enter premises, and leave together at the end of the evening.
- It is recommended that members carry a charged mobile phone with them to summon assistance if needed.
- When dropping off other members from your car, do you check if they are safely in their property?
- If you are the driver, do you have someone at home to know that you have arrived back safely? If not arrange to ring another member so that someone knows you are safe.
- The treasurer may be vulnerable when banking large amounts of cash. Would she like another member to accompany her to the bank?
- If you have any doubts about your personal safety, contact the police.