

## 1 Introduction

- 1.1 Aspire2 Succeed will ensure, so far as is reasonably practicable, that volunteers and Mentors who are required to work alone for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.
- 1.2 The Lone Working Policy and Procedures together with training is intended to enable our volunteers and mentors to recognise risks associated with unaccompanied working and ensure that safety precautions and emergency procedures are understood. It will also assist in identifying and respond correctly to hazards arising during lone working situations.

## 2 The purpose of this Policy is to:

- Increase volunteers and mentors' awareness of lone working and to set out the process for ensuring the safety of everyone working alone. Working alone is not in itself against the law, and it will often be safe to do so.
- Ensure that we carefully consider any health and safety risks for volunteers working alone, and address any risks identified. (Which will be identified by completing a Aspire2Succeed bespoke risk assessment, as and when required.)

## 3 Scope

- 3.1 This procedure applies to anyone, who, from time to time carry out their duties in areas of isolation from other colleagues. Lone working does not include being the only member of staff in an office when others are present in the building.

## 4 Key Principles

- 4.1 Aspire2Succeed will ensure that all activities that come within the definition of 'lone working' will be suitably risk assessed and appropriate control measures put in place once a bespoke risk assessment has been produced.
- 4.2 Aspire2Succeed will ensure that there are organisational structure, defined roles and responsibilities, communication links and support in place to help lone workers if they need assistance.
- 4.3 Aspire2 Succeed will identify those with responsibility for the safe management of lone workers and that procedures are in place to report, record and investigate any incidents that occur because of lone working.

- 4.4 The Health and Safety Executive define a lone worker as:  
**‘those who work by themselves without close or direct supervision’.**
- 4.5 Aspire2ucceed will ensure that volunteers engaging in lone working will have the appropriate training, information, and procedures to allow them to carry out their activities in a safe manner.
- 4.6 Volunteers who are defined as ‘lone workers’ must inform the Director/Chairman of any incidents, including threatening behaviour, that occur whilst they are carrying out their duties.

### **5 Responsibilities**

**The Board of Trustees have the responsibility for approving this, Policy.**

**The Chairperson /Director has responsibility for**

- Updating this policy in line with current legislation and best practice
- Giving advice and guidance to volunteers and mentors around lone working
- Investigate, where appropriate ensuring lone working is covered by risk assessments.
- Ensure that individuals involved in lone working have the appropriate information, instruction, and training.

**The Board of Trustee has responsibility to:**

- . Carry out annual reviews of arrangements to ensure that all measures are effective and continue to meet the requirements of the lone worker.



**. All volunteers have a responsibility to:**

- Abide by the Key Principles of this Policy.
- Take reasonable steps to ensure their own safety and that of others.
- Report any accidents, incidents or near misses that occur while working alone.
- Advise of any health conditions that may increase the risk from working alone

## **Related Documents**

- Risk Assessment Policy
- Risk Assessment form
- ASPIRE 2 Succeed Incident form.

## **Related legislation and Approved Guidance**

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999 Working Alone – HSE Guidance not INDG73

## **Review**

This policy will be reviewed every three years or more regularly if required.

## **Lone Working Procedure**

### **6 Lone Workers**

#### **6.1 Definition**

6.2 Lone Working is the term given to employees, contractors, and service providers, self-employed etc. who throughout the course of their work, at times work in areas of isolation from other workers. This type of work may include on and off-site work. Lone Working does not include being the only class tutor on a given premises or working in a single - occupancy office when others are present in the building.

#### **6.3 Authorised Lone Working**

6.4 The following circumstances are considered as examples of authorised lone working; these activities will be risk assessed by the appropriate person, as part of Aspire2Succeed Risk Management procedures.



- Volunteers opening and closing premises, Key-holders.
- Volunteers who are alone with young people before the other member of staff arrive
- Volunteers travelling alone with student in car.
- Volunteers carrying out mentoring visits.
- Volunteers who are carrying out preliminary visit to new YPs and parents' home alone

## 7 Risk Assessment

- Lone working is not in itself against the law, and it will often be safe to do so. However, the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999, put a duty on employers to carefully consider any health and safety risks arising from lone working and put reasonable control measures in place to avoid or reduce these risks.
- All risk assessments will be undertaken on the role of all volunteers and checked by the board of trustees.
- Risk assessment shall help decide the appropriate level of supervision or additional controls required for reducing risk to lone workers.
- When risk assessment shows that it is not possible for the work to be done safely by a lone worker, Aspire2Succeed will either cancel the work or arrange for appropriate supervision/support.

### 7.1 Identify Hazards

**When lone working takes place, you should consider the following:**

Does the workplace or environment present a specific risk to the lone worker?  
e.g., rural, or isolated areas, evenings etc

- Is there a safe way in and a way out of the building/room for you?
- Is there a risk of 'verbal and physical violence' from students or members of the public?



- Do not have your mobile phone and laptop visibly on walking from car to house/building.
- In 'at risk' situations where you feel unsafe, you must discontinue the session and leave the premises immediately and contact the Chair/Director followed by a written report.
- Is the volunteer physically and mentally fit to work alone?

### **7.1.1 Risk Control Measures**

Lone workers are not under constant supervision. However, we can ensure that volunteers understand the risks associated with working alone and the relevant control measures/precautions in place.

## **8 Lone Working Procedures**

Although lone workers cannot be subject to constant supervision, Aspire2Succeed is committed to ensuring their health and safety. Aspire2Succeed have trained personnel who can help to ensure that volunteers understand the risks associated with their work and that the necessary safety precautions are carried out.

- All incidents/accidents and instances of threatening behaviour, that occur when a volunteer member is lone working, must be reported to the Chairman or Director using the appropriate forms, which can be obtained from the Secretary.
- All lone working activity must be risk assessed as part of Aspire2Succeed risk assessment procedure.
- Risk assessments reviewed annually to ensure control measures are effective.

## **9 Information and Training**

- Volunteers involved in lone working will be given all necessary information, instruction, training, and supervision to enable them to recognise the hazards and appreciate the risks involved in lone working.
- Training include Lone worker awareness online course
  - : First Aid awareness course
  - : Conflict resolution training