



## **Lone working policy**

*For the purposes of this policy the term 'staff member' will be used to as a definition of employees and volunteers of Pawsitive Squad CIC.*

### **Introduction**

Lone working is defined as those who work by themselves without close or direct supervision. Within the natural structure of Pawsitive Squad services employees and volunteers are regularly lone workers. Working alone can sometimes put people in a vulnerable position because it may be more difficult to summon help if things go wrong or if their health and safety is at risk for example:

- If accidents or sudden illness occur and no one is present to summon help or administer first aid.
- If the employee or volunteer experiences violence or threat of violence from clients or members of the public.

### **Purpose**

The purpose of this policy is to increase staff awareness of lone working and to set out the process for ensuring the safety of staff working alone. Working alone is not in itself against the law, and it will often be safe to do so. 1.2 However, the law requires employers to carefully consider any health and safety risks for people working alone and address any identified risks.

### **Responsibilities**

Managers and supervisors will:

- Ensure that lone working is covered in the health and safety risk assessments for their areas.
- Ensure that lone workers have full knowledge of the hazards and risks they are exposed to and the measures to avoid or control the risk.
- Ensure that groups or individuals at risk are given appropriate information, instruction and training.
- Ensure the task(s) to be carried out can be undertaken by a lone worker.
- Ensure lone workers know what to do or how to obtain assistance if something goes wrong or in the event of an emergency.

Employees and volunteers working alone will:

- Take reasonable steps to ensure their own safety and that of others.
- Ensure they follow any procedures or control measures put in place for lone working and action to take in the event of an emergency.
- Report to their manager any accidents/incidents that occur or any dangers/ potential dangers or concerns they have when working alone.
- Advise their line manager if they have any health condition or disability that may increase risk from working alone.
- Not work one to one with any young person under 18 years of age without the direct supervision of a parent, guardian, carer, or chaperone, this includes when working virtually.

**Latest Review: 21/02/2022**

**Next review due 1/02/2023**