



**YOUTH ORGANISATION SINCE 2015**

## **Lone Working Policy**

Reviewed: 2026

## **1. Purpose**

This policy outlines the responsibilities and procedures for staff who work alone, to ensure a safe environment for themselves and students while maintaining a secure learning setting.

## **2. Scope**

This policy applies to all staff members who may be required to work alone on the premises, in the community or during off-site activities, including home visits or transport of learners.

## **3. Definition of Lone Working**

Lone working refers to situations where a staff member is:

- Working in isolation from colleagues,
- Working outside normal hours, or
- Carrying out activities where immediate assistance may not be readily available.

## **4. Responsibilities**

### **4.1 Staff Responsibilities**

- Follow all safe working procedures to ensure a safe environment for themselves and students.
- Carry a means of communication (e.g., phone, radio).
- Complete a lone working risk assessment before working alone.
- Report incidents, hazards, or near misses immediately.

### **4.2 Manager Responsibilities**

- Identify roles and situations that may involve lone working.
- Provide training and guidance on lone working procedures.
- Ensure risk assessments are conducted and reviewed regularly.
- Implement monitoring and support systems (e.g., check-in procedures).
- Ensure staff have the necessary tools and guidance to maintain a safe environment for themselves and students.

## **5. Procedures**

### **5.1 Before Lone Working**

- Conduct a risk assessment for the specific task or location (see Annex A).
- Inform line manager of the planned lone working schedule.
- Ensure access to emergency contacts.
- Confirm that all necessary precautions are in place to maintain safety for themselves and students.

## **5.2 During Lone Working**

- Keep communication devices accessible.
- Follow safe working procedures at all times.
- Avoid risky tasks that could result in injury without support.
- Continuously assess the environment to maintain safety for themselves and students.

## **5.3 After Lone Working**

- Confirm safe completion of the task with the line manager.
- Report any incidents, accidents, or near misses.
- Review and update risk assessments if necessary.

## **6. Emergency Procedures**

- In case of immediate danger, contact emergency services.
- Notify line manager or designated contact as soon as possible.
- Document the incident following the organisation's reporting procedures.

## **7. Training**

- Staff must receive training on lone working procedures and risk assessment completion.
- Refresher training will be conducted [annually/bi-annually].
- Training includes guidance on maintaining a safe environment for themselves and students.

## **8. Monitoring and Review**

- Managers will monitor adherence to this policy through regular audits and checks.
- The policy will be reviewed annually or following a significant incident.

### **Annex A - Lone Working Risk Assessment**

**Task / Activity:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date of Assessment:** \_\_\_\_\_

**Assessor Name / Role:** \_\_\_\_\_

<b>Hazard</b>	<b>Who Might Be Harmed</b>	<b>Risk Level (Low/Med/High)</b>	<b>Control Measures</b>	<b>Additional Action Needed</b>

**Assessment Completed By:** \_\_\_\_\_

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

**Reviewed By (Manager):** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_