Lone Working Policy

Date policy agreed	**5 April 2022**
Date policy reviewed	**March 2024**
Date due for review	**January 2026**
Produced by	**Sam Barlow – Chief Officer**
Reviewed by	**Vickie Hillier – Deputy Chief Officer**
Club review dates	**N/A**

Registered Charity in England & Wales No. 1173919

1 What is a Lone Worker?

Lone workers are employees or volunteers who:

- Work away from an office base
- Work outside normal working hours
- Are the only person on the premises
- Work in the same building as colleagues but in a space on their own

At times, employees/volunteers will be in situations where they are a 'lone worker'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognised that Fitmums and Friends, as an employer, does not have the structure associated with a large business, it aims to be a good employer who is concerned about the safety of its employees and volunteers.

Many employees/volunteers work on a part-time basis, from their own home and so it is equally important to have a system in place to account for their safety too. It is important to note that lone workers may be at higher risk of being seriously harmed by hazards at work because there may not be anyone to support or help them in the event of an accident or illness. Fitmums and Friends must ensure that it trains, supervises, and monitors the provision of robust health and safety practices for its employees/volunteers, as part of its overall duty of care.

2 Responsibilities of the employer

- To assess the 'reasonably foreseeable risks' (e.g. Is there glass in the office door so that all callers can be seen before the door is opened?)
- To ensure that a system is in place for calling for help if there is a problem for staff based at the main office e.g., emergency alarm but also procedures for volunteers at venues.
- To keep on file in a secure place, the employee/volunteer and their next-of-kin contact phone numbers.
- To keep records of any health issues that may affect the employee/volunteer whilst working alone and review this as necessary
- To ensure that a system is in place so that the employer or someone responsible knows that an employee/volunteer is safe when working on their own either on or off the premises. (e.g., via phone calls and location visits)
- To ensure that the employee/volunteer receives a Health and Safety Induction training
- Ensure that a Certificate of Employers Liability is available.
- Check that insurance cover adequately covers the work to be undertaken.

- Ensure incident/accident forms are completed where necessary. This includes anything deemed as a ‘near miss’.
- To ensure the availability of appropriate and adequate personal protective equipment for mandatory use by employee/volunteers as necessary.
- Ensure all staff/volunteers understand the incident reporting system which needs regular observation to check for incidents raised.

In relation to a lone worker risk assessment, consideration should also be given to:

- The remoteness of the workplace.
- Potential communication problems.
- Potential for verbal and physical abuse and violence.
- Vulnerability of lone workers to feelings of isolation, stress, anxiety and depression.
- Whether or not the person is medically fit and able to work alone.
- How the lone worker will be supervised effectively.
- How the lone worker will obtain help in an emergency such as assault, vehicle breakdown, accident or fire etc.
- Whether or not there is adequate first aid cover and the lone worker’s capacity to administer this on themselves before help arrives.

3 Responsibilities of the employee/volunteer

- To take reasonable care for your own safety.
- To report any incidents of violence or aggressive behaviour etc.
- To arrange to meet unknown individuals in a public place and preferably with another person present.
- Consider a 'buddy system' when you let a colleague or friend know that you have arrived at a visit/premises and when leaving a visit/ premises.
- To consider carrying a Personal Alarm or similar App.
- To always stay alert and be 'streetwise' and vigilant, taking note of what is going on around you.

4 Risk Assessment

A risk assessment should be undertaken of all activities/venues used by Fitmums and Friends, this should highlight any lone working issues for volunteers or employees.

The risk assessment would be part of the Health and Safety at Work Policy.

5 Lone Leading

A Leader may sometimes find they have only one participant in their group. We recognise that either party, in this scenario could potentially feel uncomfortable being on a 1-1. Since the safety and wellbeing of Leaders and members is paramount, it is essential to identify a system to manage this situation.

The general recommendation is not to facilitate a situation with one Leader and one participant. The advice is to merge with the next distance group e.g. 1 mile merge with 2 miles which would mean, in this situation leading a 1 mile, drop off at base, then a further 1 mile to complete the distance for the higher mileage participants.

Since the benefit of coming to a Club is to run/walk with others it makes sense to combine with another distance group, to give the participant the benefit of wider support. Having this system in place helps manage any sensitivities around someone feeling uncomfortable but unable to express this.

We recognise that there may be situations where it is fully acceptable for 1-1 leading, the Leader is in the best position to decide if the situation is safe.

Useful Links

Protecting lone workers: How to manage the risks of working alone

https://www.hse.gov.uk/pubns/indg73.htm

https://www.englandathletics.org/clubhub/resource/club-health-and-safety-policy/

Appendix 1

Detail of Policy Reviews

Date	Reviewed by	Reason for review	Club review
5 April 2022	Tony Sutton	First policy draft	N/A
March 2024	Tony Sutton	Annual Review	N/A
October 2026	Vickie Hillier	Annual Review	N/A