



Lone Workers Policy

1. introduction

The Hall Get Involved Ltd (THGI) has a legal and moral responsibility to effectively manage the risks associated with individual volunteers working on their own.

THGI must try to ensure the safety of volunteers who work alone, whilst carrying out their duties for the organization.

2. Aim

THGI will raise awareness amongst all employees and volunteers of procedures that must be used to reduce the levels of risk associated with working alone.

3. Scope/Definition of Lone Working

A lone worker is defined as any volunteer or paid member of staff working without direct supervision within the Hall.

4. Statement

THGI is committed to ensuring compliance with legal requirements using them as a minimum standard and seeking to exceed those standards in order to protect volunteers. THGI is also committed to ensuring a healthy and safe place in which to work.

5. Implementation

The safety of employees and volunteers is of paramount importance and THGI will ensure that:

- Risk Assessments are undertaken for lone working, which determines and prioritizes actions and resources to minimize identified hazards.
- Advice and guidance will be provided to staff and volunteers covering personal safety and security aspects for lone workers.

6. Organisational Responsibilities

Overall responsibility for the discharge of this policy lies with the Management Committee.

Directors are responsible for:

- Ensuring consistent application of the policy
- Ensuring sufficient resources are available to support the application of lone worker systems across THGI.

All staff and volunteers must:

- Ensure they have read the policy and any supporting information and have copies;
- Report any incidents concerning lone working to enable systems to be reviewed and revised.



7. Risk Assessment

Before lone working activities are undertaken an assessment must be undertaken and the findings recorded. The assessment must include:

- Hazards within the area to be visited or workplace;
- Methods of communication
- Risks to men/women working alone
- Risks to young people
- Possibility of accident

All staff and volunteers are required to read the HSE publication Working Alone before undertaking lone working and should be asked to do this on an annual basis.