



Charity Number: 1153164
Policy Documentation

LONE WORKING POLICY FOR HIRERS

Policy Reference	04
Status	Approved
Original Author	Unknown
Date Written	Unknown
Date Approved on	11 October 2021

1 Introduction

The Organisation recognises that sometimes some of its hirers may need to work alone at the community centre – lone workers.

2 Definitions

Term	Definition
Centre	Eastcott Community Centre
Lone Worker	Those hirers who work by themselves without close or direct supervision
Lone Working	Situations where hirers are alone or are physically isolated and without access to immediate assistance.
Organisation	Eastcott Community Organisation

3 Why the policy exists

The principal purpose of this policy is to ensure that appropriate measures are in place to support a safe working environment for those hirers who work alone.

4 Scope

All instances where any hirer needs to undertake **Lone Working**.

5 Responsibilities

Role	Responsibility
The Organisation	Ensure procedures and policies are in place to support safe lone working
An individual	To follow procedures and be aware of personal safety at all times

6 Policy

6.1 Your responsibilities - Personal safety

Keep yourself Safe - Do not put yourself at Risk.

Lone workers must take all reasonable precautions to ensure their own safety as they would in any other circumstances.



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Reasonable precautions might include

- avoiding working alone if possible
- where possible the final two people should leave together, or if alone, then notify someone of your safe return home
- ensuring someone knows where you are and when expected home
- avoiding where possible poorly lit or deserted areas
- taking care when entering or leaving empty buildings, especially at night
- ensuring that items such as laptops or mobile phones are carried discreetly
- ensuring you know the location of exits and entrances
- if you have a mobile phone have it with you at all times
- if you are the only person in the building, keeping external doors locked at all times

If there is a disturbance of any description, inside or out, which makes you feel unsafe, then:

- contact the police by dialling: 999 or 112
- record the incident with the crime number, on an 'Incident Form' at the earliest opportunity.

If you are uneasy at the situation, but do not think that it merits contacting the police, then ring the Emergency helpline on: 01793 464703

For more information see the Suzy Lamplugh Trust website (www.suzylamplugh.org)

7 Associated Policies

Policy Name	Policy Ref
Health and safety	10
Key holder policy	05
Risk Assessment for opening and closing centre	

8 Version Control

Version	2.0	Date created on	31 st Oct 2016
Rational for changes	Transfer to new template and make it easier to read, update for hirers		
Status	Approved		
Revision Author	Rebecca Campbell and Jo Innes		
Date Approved On	11 October 2021	Review Date	
Approved By			
Name	Role	Date of signature	
11/10/21	Trustees	Committee meeting 11/10/21	

The Lone working policy wording is taken from the Volunteer agreement. If the Lone worker "policy" is updated at all then the wording must be reflected in the Volunteer agreement.