



## Lone Working Policy

### Policy Statement

Age Concern Petersfield & District recognises that some staff and volunteers are required to work by themselves for significant periods of time without close or direct supervision, in the community, in isolated work areas and out of hours, such as:

- Volunteers who drive the minibus.
- Staff and volunteer who work away from their base and who may carry out their work in a client's home.

It is recognised that any member of staff or volunteer may spend a limited amount of their working time 'alone'.

Age Concern Petersfield & District will ensure that employees and volunteers working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.

### Procedures

Managers will ensure that a Risk Assessment for each area of service is completed prior to employees and volunteers working alone.

Age Concern Petersfield & District will ensure that emergency procedures are in place so that members of staff and volunteers working alone can obtain assistance if required.

All Employees and Volunteers will be required to:

- Follow the safe working arrangements developed for lone working
- Take reasonable steps to ensure their own safety
- Inform their line manager of any incidents or safety concerns

These Procedures should be read and followed in conjunction with the Guide to Safe Lone Working.

## Review

This policy will be reviewed every three years.

<b>Issue</b>	<b>Date approved by Board of Age Concern Petersfield</b>	<b>Reviewed</b>
1	13.9.18	13.9.21
2	5.9.24	5.9.27