

# Lone working policy

When staff need to work on their own this is called **lone working**.

We will:

- recognise that lone working can be risky
- do what we can to make lone working less risky
- train staff on staying safe when they work on their own
- provide equipment, like a phone, to make lone working less risky
- never ask staff to take big risks with their safety

## Thinking about risks

When working on your own, you must think about risks. You must write down in your shared Office 356/ Outlook calendar:

- Where you are working.
- Who you are meeting.

When working alone, think about.

- Has anyone been unsafe in that place before?
- Is there a safer place?
- Who else may be around?
- Has anyone felt unsafe with that person before?

If you have any worries when thinking about these things, you must tell your line manager before working alone.

Your manager must:

- check what you have written down in your calendar.
- talk with you about ways to reduce any risks you tell them about.
- find a different way to do the work if you think it is unsafe.
- remind you about reporting in when you are lone working.

## **When you are lone working**

You must:

- make sure you have written in your shared calendar where you are, what you are doing and what time you will finish.
- make sure your mobile phone is working, the battery is charged, and you have credit to make calls
- make sure you have safe travel plans, especially if you will be on your own at night.

## **Lone working at home**

You must:

- not give your home phone number and address to members, customers and people from other organisations.
- be contactable by your manager.

## **Lone working with a member**

Make sure your line manager knows if you are working on your own with one member.

If possible, do not do lone work with a member in your home or the member's home.

If the member is a 'vulnerable adult', you must follow the safeguarding policy.

This rule only applies to lone working. This means it does not apply:

- if you are both members of staff
- if it is in your personal time and you are friends

