Darwen Asylum Refugee Enterprise

Lone Working Policy

Part 1: Statement of intent

DARE recognizes that the safety and well-being of its staff is of the utmost importance. As we are a small charity, employing only a few members of staff, lone working will sometimes be inevitable. This is compounded by the fact that it is necessary to meet with our service users for 1:1 meetings. Our office is also often accessed by members of the public.

Definition of Lone Working

Lone working is defined as a situation where an employee is working alone or without close or direct supervision, for example, while conducting home visits or working in a remote location.

Risk Assessment

DARE will conduct a risk assessment for all lone working activities to identify potential hazards and take necessary actions to mitigate those risks. The risk assessment will include consideration of the following factors:

- The location of the work and its surroundings
- The type of work being undertaken
- The time of day the work is taking place
- The availability of communication equipment
- The experience and training of the lone worker
- The individual's health and well-being

Communication

All lone workers must have a reliable means of communication to call for help in an emergency. This will include a work issue mobile phone.

Emergency Procedures

All lone workers must be aware of the emergency procedures in place, including how to call for help, who to contact in an emergency, and what to do if they feel unsafe.

Training

All lone workers will receive appropriate training, including how to recognize potential hazards and how to respond in an emergency. This training will be provided during induction and reviewed regularly.

Reporting

All incidents and near-misses must be reported immediately to the line manager or the designated health and safety representative. This includes incidents that occur while working alone.

Supervision

Where possible, arrangements will be made for staff to work together or to have regular contact with their line manager. If this is not possible, regular contact will be maintained via phone (lone worker app) to ensure the well-being of lone workers.

Review

The lone working policy will be reviewed regularly to ensure that it remains effective and relevant to the organization's needs. Any necessary changes or improvements will be made.

All staff members will be provided with a copy of the lone working policy and will be required to comply with its provisions. It is the responsibility of all staff to ensure that they work safely and report any concerns or hazards to their line manager or the designated health and safety representative.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees		Initial draft approved	Annually