

Elmsgrove Community Arts CIC
Lone Working Policy
Adopted on: 9th June 2025

1. Policy Statement

Elmsgrove Community Arts CIC (hereinafter “ECACIC”) acknowledges its duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of all personnel—including both paid staff and volunteers—who may be required to work alone.

Lone working, whilst sometimes necessary, carries inherent risks that must be carefully managed to protect the individual and the organisation. ECACIC is committed to identifying these risks and implementing appropriate control measures to ensure the safety of lone workers at all times.

2. Scope

This policy applies to all ECACIC personnel engaged in lone working activities, whether on ECACIC premises or off-site during work-related duties.

3. Definition of Lone Working

A lone worker is anyone who works by themselves without close or direct supervision, and who may be at greater risk due to the isolation inherent in their duties.

4. Responsibilities

4.1 Management Responsibilities

- To identify activities involving lone working and assess associated risks.
- To implement and maintain appropriate systems of work that safeguard lone workers.
- To provide information, training, and equipment necessary to manage lone working safely.
- To ensure effective communication methods are in place to monitor and support lone workers.
- To review this policy annually or as necessary.

4.2 Lone Worker Responsibilities

- To adhere to safe working procedures and guidance provided.
- To report any hazards, incidents, or concerns promptly.
- To maintain communication as required and use provided safety equipment.
- To avoid unnecessary lone working where possible, especially in higher-risk situations.

5. Risk Assessment

All lone working activities shall be subject to a thorough risk assessment that:

- Identifies hazards specific to the lone working environment.
- Evaluates the likelihood and severity of harm.
- Determines necessary control measures to mitigate risks.
- Is reviewed periodically and whenever significant changes occur.

6. Control Measures

Control measures for lone working shall include, but are not limited to:

- Implementing a check-in system (telephone, app, or radio) with agreed times.
- Providing access to emergency communication devices.
- Ensuring lone workers have adequate training in personal safety.
- Avoiding lone working in situations of elevated risk where possible.
- Maintaining clear procedures for emergency response.

7. Training and Information

ECACIC will provide training and information tailored to the risks of lone working, ensuring all personnel:

- Understand the risks involved.
- Know how to use safety equipment.
- Are aware of emergency procedures.

8. Emergency Procedures

Clear procedures will be in place for responding to incidents involving lone workers, including:

- Immediate reporting and escalation of emergencies.
- Contact protocols to verify worker safety.
- Access to emergency services where necessary.

9. Monitoring and Review

Management will regularly monitor lone working practices and review risk assessments to ensure continued effectiveness of this policy.

10. Policy Review

This policy shall be reviewed annually or following any significant incident or change in legislation.

This policy was adopted by ECACIC on: 9th June 2025

Signed on behalf of the Management Committee:

Barry Elms – Director – _____

Next Review Date: June 2026

Committee Members Present at Review:

Date Name Signature