



LONEWORKING POLICY AND PROCEDURE

Working Alone

There are occasions when certain employees or volunteers e.g. bar staff or coaches, work alone on the Club premises. The danger of them being taken ill or suffering an accident whilst alone is an additional hazard that has been considered.

This information is intended for use as a reference guide and also contains advice to help staff, volunteers and trustees to work more safely. This advice is not exhaustive, nor is it a substitute for safe systems of work. It is essential that managers, staff, volunteers and club officials co-operate to develop simple and practical systems.

Basic Requirements for all Lone Workers:

1. Take care of your own safety and that of others affected by your actions or inactions.
2. Comply with risk assessments and safe systems of work.
3. Report any shortcomings in systems of work to your manager or Club Committee

Procedures

The following procedures are in place to minimise risk when working alone:

1. Lone worker to phone a designated person when they are starting work and when they finish.
2. Designated person checks if nothing has been heard from them within a selected time within a selected time.
3. Considerations to whether the task being conducted is suitable for lone working, and whether the person undertaking that task is suited to working alone.