

CADBURY BARN TRUST

LONE WORKING POLICY

1 POLICY STATEMENT

The Cadbury Barn Trust takes the health and safety of its employees and volunteers seriously. We have a legal duty to ensure the health, safety and welfare of our employees and volunteers while at work or carrying out volunteer activity. We realise that at any given time, staff or volunteers may be working or volunteering alone, either in any office space or in other parts of the site.

2 AIM AND SCOPE

This policy is designed to alert employees and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees and volunteers a framework for managing potentially risky situations.

3 CONTEXT

Cadbury Barn Trustees have a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. At any given time, employees may be alone, either in any premises or when operating on our behalf externally. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees and volunteers have responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precaution can reduce the risks associated with working alone. This policy is designed for employees and volunteers who either frequently or occasionally work or volunteer alone. It also refers to both high and low risk activities.

4 DEFINITION

Lone workers are those who work by themselves without close or direction supervision. This includes:

- people working separately from others in a building
- people who work outside 'normal' hours
- people who work away from their fixed base without colleagues
- people who work from home other than in low risk, office-type work

5 POTENTIAL HAZARDS OF WORKING ALONE

People who work or volunteer alone will face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses when there is no-one to call for help or first aid available
- Fire
- Violence or the threat of violence
- Lack of a safe way in or out of a building, e.g. danger of being accidentally locked in
- Attempting tasks which cannot safely be done by one person alone.

6 MEASURES TO REDUCE THE RISK OF LONE WORKING

To reduce the risk of people working alone, a risk assessment will be undertaken to take into account relevant circumstances related to the following issues:

- The environment - location, security, access
- The context - nature of the task, any special circumstances
- The individuals concerned - indicators of potential or actual risk
- History - any previous incidents in similar situations
- Any other special circumstances.

All available information will be taken into account and risk assessments will be updated as necessary. Where there is a reasonable doubt about the safety of a lone worker in a given situation, consideration will be given to sending a second worker or making other arrangements to complete the task.

In any situation where an employee or volunteer is operating alone and feels unsafe, they must remove themselves from that situation immediately and report the incident to their line manager or supervisor.

In any situation where an employee or volunteer is operating alone and an incident occurs, this must be reported to their line manager as soon as possible. An incident is any situation where the health and safety of the employee or volunteer is compromised and may include an accident, fire, violence or threat of violence. This list is not exhaustive.

This policy was approved by the Board on 12 May 2025

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