

Lone Working Policy

1. The term 'lone working' is used in this guidance to describe a wide variety of staff who work, either regularly or occasionally, on their own, without access to immediate support from work colleagues, managers, or others. This could be out of hours at The Point, or in a community setting.
2. darts has a legal duty to ensure the health, safety, and welfare of employees while at work. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary.
3. Workers have responsibility to take reasonable care of themselves and others in lone working situations. Taking precautions reduces the risks associated with working alone.
4. If working one to one at The Point, you should try and ensure you are working in a room where you can be overlooked and take a walkie-talkie with them. You can end the session if they feel at all uncomfortable.
5. A risk assessment should be completed for each session that requires lone working. Consider the following:
 - Environment – location, security, access. Be aware of any specific instructions e.g. keys/locks, padlock codes, alarms.
 - Fire – is there a safe way in and out of the workplace/location?
 - The individuals concerned – are there indicators of potential or actual risk/violence.
 - Context – what is the nature of the task.
 - History – have there been any previous incidents in similar situations.
 - Does the staff member have a medical condition that would make them unsuitable for working alone?
 - Does the staff member have access to a first aid kit or facilities?
6. All staff must take reasonable precautions to ensure their own safety. This might include:
 - Checking directions for the destination when working off site.
 - Ensure your mobile phone is charged and has relevant numbers stored e.g. darts reception or line manager's mobile number if out of hours.
 - If there is any indication that a building has been broken into, a staff member must not enter alone, but must wait for back-up.
 - Ensuring your car, if used, is road-worthy, has enough fuel and has break-down cover.

- Taking care when entering or leaving empty buildings, especially at night. Avoiding poorly lit or deserted areas where possible.
 - Ensuring that items such as laptops or mobile phones are carried discreetly.
 - Leave immediately and inform darts if at any time you feel a personal risk to safety.
7. When working alone at The Point taking care to ensure the building is secured from intruders whilst working alone; avoiding using the lift; always retaining keys etc.; and keeping a working mobile phone on your person in case of emergency.
8. Staff must not work alone under the following circumstances:
- Working at height
 - Manual handling of heavy or bulky items
 - Transport of injured persons
 - Transport of participants

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