

Lone Working Policy

1. The Hamlet Charter

The Hamlet is aware that at times staff will lone work in our services, community or their own homes. The Hamlet believes that lone workers should be at no more risk than other employees. It is paramount that we ensure the safety and wellbeing of staff.

2. Purpose of this policy and why we have it

This policy is in place to reduce the risk of harm to staff and to ensure that we know of their whereabouts while working.

There is the possibility that staff will work alone as part of service delivery at The Hamlet or in the community. Some staff may also work from home, undertake visits to homes of potential or existing users of The Hamlet or to other settings. In these situations, the lone worker is at risk of accidental or intentional harm. This could be emotional, physical, or sexual.

The Hamlet will use this policy to:

- Ensure the safety and wellbeing of all staff and volunteers at The Hamlet through the promotion of safe and appropriate practice by establishing clear and robust guidelines.
- Ensure risks to lone workers are assessed and steps taken to avoid or control those risk where necessary.

3. Scope of this policy

This policy applies to:

- The Hamlet staff
- Volunteers

4. Policy

We will ensure that staff are trained and confident before they are asked to work alone. We have a comprehensive procedure in the Staff Policies Document. All staff should be aware of this and expected to follow it for all types of lone working including what to do in an emergency and who to contact.

5. Implementation and monitoring

This policy will be regularly reviewed to include staff feedback.

6. Legal references

Health and Safety at Work Act 1974

This policy should be read in conjunction with other relevant Hamlet policies and accompanying procedures.

Date approved by the Board: July 2020

Date of next review: July 2022

Post holder(s) responsible for this policy: Senior Management Team

Signed by Chair of the Board of Trustees:

A handwritten signature in black ink, appearing to read "Green Napol".