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# Karibu African Women's Support Group

## Lone worker policy

August 2023

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### Lone Working Policy

#### 1. Purpose

This policy establishes the guidelines for lone working. Lone work is work which is specifically intended to be carried out unaccompanied or without immediate access to another person. It is not the same as the chance of finding oneself on one's own; for example, in every workplace there is someone who leaves last or a staff within KARIBU Supplementary School and Youth Group may need to go unaccompanied to a storeroom. A member of staff who has either a visual or audible communication with another person would not be considered as working alone.

KARIBU African Women's Support Group has in place policies, which require health and safety to be proactively managed by carrying out assessments of activities and adopting safe working arrangements to control risks.

#### 2. Persons Affected

All KARIBU African Women's Support Group's staff and volunteers

#### 3. Policy

It is the policy of the organisation that staff do not meet with the children service users alone unless there are other staff in proximity (in the same room). The exception to this is the cooking session where for periods of the session and sometimes the whole session, the tutor will be lone working. A lone working risk assessment will always be used for this activity.

Although there is no prohibition on working alone, the broad duties of the Health and Safety and the Management of Health and Safety at Work Regulations 1999 will apply. Therefore, a risk assessment will be systematically conducted as follows where staff works alone:

Identify the hazards associated with the work and carrying it out unaccompanied.

The hazards associated with the work are likely to be the same whether it is carried out alone or accompanied although the possibility of violence towards the lone worker should always be considered.

The Manager or staff delegated to carry out the assessments should therefore use the techniques they normally employ for hazard identification when considering hazards of lone working.

Assess the risks associated with the work and decide on the safe working arrangements to control the risks.

Although lone working alone may not introduce any new hazards, the risks may differ significantly when a task is carried out unaccompanied. Assessments may be carried out generically, for example to consider all work within a project OR individually, for example to consider a specific request from a member of staff.

Should an assessment already exist for a task that is routinely conducted with others the previous assessment must be reviewed before permitting the same task to be carried out unaccompanied.

**Record the findings of the assessment.**

Specific assessments will be recorded individually and will include information on:

The hazards identified, the safe working environment arrangements that are necessary, including physical controls, the contingency plan, the limits to what can and cannot be done while working alone, in the case of work outside working normal hours, the definition of normal working hours, the date of assessments and that of review.

KARIBU African Women’s Support Group will provide training to any staff likely to work alone.

9th August 2024

Approved by Lara Ozukwe on .....

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