



## **Policy on Lone Working**

The Radley Good Neighbours (RGN) Committee acknowledge that lone working may expose volunteers to an extra safety risk. Where lone working cannot be avoided, the personal safety of volunteers is the prime consideration. Therefore a risk assessment of each individual situation will be undertaken to ensure, as far as is reasonably practicable, that a safe system of work is provided and maintained.

As volunteer coordinators the RGNS Committee have legal responsibilities under Section 2(1) of the Health and Safety at Work Act 1974 which puts a duty on every organisation to ensure, so far as is reasonable practicable, the health, safety and welfare of volunteers. In addition, the Management of Health and Safety at Work Regulations 1999 places a duty on the volunteer coordinators to make a risk assessment of the risks involved in all activities undertaken, and ensure all relevant risks are properly controlled.

A lone working situation in relation to the RGNS could be a volunteer visiting on behalf of the Scheme a User in their own home away from the support of the RGNS Committee and / or other Volunteers.

Where a potential risk has been identified a risk assessment will be undertaken and:

1. In the case of an assessment of a new User, an RGNS Committee Member will accompany the Volunteer and will undertake the assessment at the potential User's home.
2. In a case review situation, an RGNS Committee member will review the case by telephone.
3. In the case of an RGNS Committee Member working alone in premises (e.g. the Church Room), the relevant responsible person for the premises will be informed.

Potential lone working risks will be communicated to volunteers as a part of the risk notification when tasks are assigned.

Whilst the RGNS Committee have responsibilities for the safety of their Volunteers, so the Volunteers have responsibilities not to intentionally put themselves at risk whilst undertaking their duties as part of the RGNS.