
Lone Working Policy & Procedure

Leamington Lawn Tennis & Squash Club is responsible for the Health and Safety of its employees as set out in its Health and Safety Policy, and as required by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. As part of this responsibility, it is Leamington Lawn Tennis and Squash Club's duty to assess risks to lone workers and to take steps to avoid or control risk where possible. Employees who work alone also have responsibility to take reasonable care of themselves and other people affected by their work.

1. Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Leamington Lawn Tennis & Squash club's employees.

2. Lone working includes:

- An individual working alone in the Hidden Gem
- An individual working alone in the club office
- An individual working alone as a coach
- An individual working maintaining the security of the building.

This policy also applies to volunteers of the club.

3. Lines of responsibility

Responsibility for securing the health, safety and welfare of lone workers lies with Leamington Lawn Tennis & Squash Club. The Management Committee are responsible for providing resources for putting the policy into practice, and for ensuring that the effectiveness of the policy is regularly reviewed.

The Club Manager is responsible for:

- The implementation of this policy
- Ensuring that there are arrangements for identifying, evaluating, and managing risk associated with lone working.
- Ensuring that there are arrangements for monitoring incidents linked to lone working.

Line managers are responsible for:

- Ensuring that staff/volunteers are aware of this policy.
- Taking all possible steps to avoid lone workers from being at greater risk than other employees.
- Identifying situations where staff/volunteers could work alone and, where possible, adopting systems to avoid those situations.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that risk assessments are carried out and reviewed regularly.

- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction, and training, including training at induction, updating, and refreshing this training as necessary.
- Managing the effectiveness of preventative measures through a system of reporting, investigation and recording incidents.
- Ensuring that appropriate support is given to staff involved in any incident.
- Providing personal safety equipment where it is felt to be desirable.

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance where appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers that they identify or any concerns they might have in respect of working alone.

4. Guidance for risk assessments of lone working

General arrangements

- Provide adequate channels of communication in an emergency.
- Identify tasks or settings which present a special risk to the lone worker.
- Identify situations where there is a risk of violence.
- Set up reporting and recording procedures.

Specific situations

- Consider whether the employee is medically fit and suitable to work alone.
- Take account of any known risk attached to a client or group.

5. Monitoring safety issues

- Lone workers must report incidents (including near misses, accidents, and verbal abuse) to their line manager and entries should be made in the Accident and Incident Book folder.
- Concerns about personal safety in any situation must be referred to the Line Manager as a matter of urgency.
- Line Managers must exercise vigilance and ensure that incidents are not overlooked or ignored.

6. Lone Working Procedures

- When making calendar entries for meetings outside Leamington Lawn Tennis & Squash Club premises you must show:
 - The name(s) and phone number(s) of the person or people you are meeting.
 - The name of the organisation they belong to
 - The full address of the meeting place unless it is a familiar location.
 - The start time and an estimated finishing time
 - The name of any other Leamington Lawn Tennis & Squash Club employee/volunteer who will be with you.

- If you are travelling alone or going to a meeting at an organisation's premises or other venue as a lone worker you must make arrangements to confirm to a colleague that you have returned safely to your home or office.
- If you are the colleague above it is your responsibility to take action if you do not receive confirmation.
- If you are going to be alone in Leamington Lawn Tennis & Squash Club premises, do not hold meetings with people you don't know unless you have verified that they work for a recognised and trusted organisation.
- If you are unexpectedly alone, for example when a colleague is absent at short notice and have arranged a meeting in Leamington Lawn Tennis & Squash Club premises with someone you don't know, either postpone the meeting or hold it in a public place.
- If you are working alone in Leamington Lawn Tennis & Squash Club premises:
 - Keep the office door locked and do not open it to anybody you don't know.
 - When working alone behind the bar in the Hidden Gem, if no other members are present, ensure all external doors are locked, allowing only members access to the building.
 - When doing evening security checks on the building, ensure you inform your Line Manager and/or a member of your family, house mates or friends when you are leaving home and when you safely return.
 - Before you leave the Hidden Gem for the evening, ensure you inform your Line Manager and/or a friend, member of your family or house mates when you are leaving and when you arrive home.
 - Avoid making it known that you are alone through social media channels or any other form of communication platform.
 - Avoid doing any tasks involving physical risks such as going up ladders, or if unavoidable, let someone else know what you are doing and tell them when you have completed the task.
 - Do not work alone with a child or an adult at risk (refer to your safeguarding policy for a definition of adult at risk).

Policy Dated -

REVIEW DATE: 2 years after date of policy