**POLICY**

**Lone Workers Policy for Bo’ness Networking Group [Bo’net]**

*A Lone worker is a volunteer who carries out their work in a location away from the base and in isolation from others, this may be on a regular or occasional basis.*

**Duties and Responsibilities**

The Committee has the responsibility for:

Taking a legal “duty of care” to all their volunteers to provide them with a safe system of work.

Regularly reviewing, documenting, updating, and communicating working practices and procedures to all volunteers

Putting in place working practices and procedures identified in risk assessments to reduce risk.

Ensuring that all volunteers are trained and understand what is required of them. Knowing where volunteers are during working hours.

Ensuring that volunteers follow agreed practices and procedures.

Learning any lessons and putting revised plans into action where necessary.

Ensuring that anyone working alone is medically fit to do so.

**All lone workers are responsible for:**

Carrying and using all equipment provided for their safety e.g. personal alarms, mobile phones and making sure batteries are working and fully charged

Understanding the risks that affect them and not taking unnecessary risks.

Raising any issues or concerns with the Chair- **Madelene Hunt**

Keeping in contact with a designated person whilst working alone.

Informing the designated person of any changes to their movements.

Knowing what to do if threatened verbally or physically. Reporting to the designated person immediately if they experience anything unpleasant, no matter how trivia.l Ensuring that a record is made to the Chair – **Madelene Hunt** of the date, time and location of any incident

Knowing where the first aid box is located.

Do not feel embarrassed about causing a scene if you feel in danger, do all you can to attract attention Call 999 on your mobile phone and remember to tell them your address, If possible, dial 999 again on a landline phone as the call will be traced automatically.

Published: August 2021

Review Date: August 2022