



Lone Working Policy

2026

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At Integrating, we recognise the potential risks associated with lone working for our employees. As such, it is charity policy that other than exceptional and emergency situations, no worker should work on their own for long periods of time.

All such instances of work shall be subject to a complete Risk Assessment and practical procedures put in place (and followed) to minimise risks.

The Project Manager shall ensure that adequate Risk Assessments are completed with the identified risk control measures applied and staff made aware of these measures.

All employees, volunteers and sub-contractors are reminded of the potential risks involved in Lone Working and it is their duty to protect themselves from harm by following procedures.

All staff and volunteers are required to report to the Project Manager any instance where their safety has been threatened.

Signed:

Date: 01.12.25

Review date: 01.11.26

Procedures

If lone working is required, the following action must be taken.

You must inform the Project Manager that you will be working alone giving the following details:

- the anticipated time period working alone
- your location
- the reason why you are working alone

This can be communicated verbally, via text or email.

Once you have completed your lone working, you must inform the Project Manager.

The Project Manager will keep a record of any lone working including full details (listed above) and check-in with staff regularly to ensure contact is consistent and staff safety is acceptable.

Employees who are required to work alone should also consider the following.

1. Avoid any areas where they feel unsafe and withdraw immediately, if they sense danger. Similarly they should not enter premises in situations where they judge their personal safety to be at risk.
2. Follow the appropriate reporting/communications procedures. This will include the lone worker reporting to the senior member of staff on duty via telephone when they arrive at and are about to leave the site of lone working, a set time scale for the lone worker to report in on a regular basis and a procedure to be followed following a failure of the reporting system.
3. Park in well-lit locations and hide all valuables out of sight.
4. Park vehicles facing the direction of exit, especially in cul-de-sacs.
5. Consider keeping all vehicle doors locked when both travelling and stationary.
6. Ensure that delivery areas are free from hazards such as uneven surfaces, unit areas etc.
7. Ensure all safety locks on the vehicle are functional. Ensure any defects are repaired at the earliest opportunity.
8. Slips, trips and falls are common from vehicles. When alighting from a vehicle, ensure that the ground is flat, even and free from fuel spillage.
9. Ensure that all loads are safe to lift by one person.
10. Ensure that any personal protective equipment and/or alarms that are issued are correctly worn and available.
11. Report all incidents to your Manager.

Keep safe – Keep alert – Report all incidents!