



## **Firwood Waterloo Rugby Club**

# **LONE WORKING POLICY**

### **1. Introduction**

Firwood Waterloo Rugby Club recognises that on occasions staff and volunteers work on club premises alone. Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

As lone working may present an increased risk for their health and safety of staff, this policy sets out the club's position under

- the Health and Safety at Work etc Act 1974;
- the Management of Health and Safety at Work Regulations 1999.

### **2. Potential risks of lone working**

In addition to the responsibilities of Firwood Waterloo Rugby Club, workers have responsibilities to take reasonable care of themselves by their work activities and to co-operate with their employers in meeting their legal obligations.

The following are not considered an exhaustive list and all directors and staff should recognise them and consider other potential risk areas

- The risk of violence, aggression or verbal threats
- The risk of a member of staff becoming ill during the course of their work
- Equipment or machinery that may not be suitable for use by one person
- Lifting loads that are too large for one person
- Working using ladders or at height
- The use of any chemicals
- The medical fitness of each worker to working alone
- Access and egress to all locations
- Whether specific individuals may be more vulnerable or particularly at risk if they work alone

### **3. Managing risks of lone working**

Line managers are required to make lone workers aware of this policy and provide any necessary training for safe working practices

- In the event of threats of violence or aggression, the member of staff should offer no resistance and comply with any orders given. If necessary, access to cash and other goods should be indicated.
- Staff who feel ill at the start of their shift should not work alone. They should inform their line manager who will make alternative arrangements. If bar staff become ill during their shift they should use the club telephone to seek assistance. Staff work across the whole estate should carry their mobile phones with them at all times. Managers should keep a record of all staff mobile numbers.

- Staff should only operate small items of equipment that are suitable for use by one person. Tasks that require more than one person should be delayed until other persons are present.
- Lone workers should not work at a height above one metre.
- The planned use of any chemicals will be assessed for their suitability for use by those working alone.
- Staff should report any potential risks due to their medical fitness to their line manager.
- All access and egress points will be regularly assessed by line managers for safe operation.
- Line managers will discuss the suitability of lone working with each lone worker.

#### 4. Monitoring lone workers

The effective monitoring of lone workers should include:

- **Communication** - lone workers should text their line manager at pre-agreed intervals during their shift. If a line manager does receive contact from a lone worker (s)he should investigate.
- **Security** – lone staff working inside the club's premises should lock the front door and make themselves aware of emergency evacuation routes. Lone staff working outside should always wear a high visibility jacket.
- **First aid** - lone working staff will have access to a first-aid kit. It will be the responsibility of each individual to ensure that it remains adequately stocked.
- **Emergencies** – should a lone worker become ill or they get into difficulties, they should telephone their line manager. Bar staff should use the club telephone.

Club Secretary is responsible for overseeing the operation of this policy.

Date produced                      February 2020

Date for review                      February 2023