



Old Mill Foundation

HOLISTIC CANCER SUPPORT CENTRE

Registered charity No. 1125120 Tel: 01792 851553

Lone and Remote Working Policy

Contents

Section number	Heading	Page number
1	Purpose for policy	1
2	Processes and procedures	1
3	Responsibility of staff	2
4	Responsibility of OMF	2
5	Scope of policy	2
6	Costs	3
7	Associated policies	3
8	Policy changes	3
9	Policy dates	3

1. Purpose for ensuring lone workers are kept healthy and safe

1.1. Compliance with current legislation e.g. Health & Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999

1.2 To ensure that when workers are at work alone and/or working remotely they are confident that they will remain safe

2. Processes and procedures

2.1 To conduct risk assessments for staff lone working to identify areas where they may be at greater risk than other workers in the business

2.2 To address risks identified in the risk assessment and ensure measures are in place to include making arrangements to provide help and/or backup in an emergency, and the right level of supervision

2.3 To consult with staff, especially those lone working, to ensure relevant hazards are identified and level of risk determined, understood and measure put in place

3. Responsibility of staff

3.1 The OMF Charity Manager is directly responsible for health and safety but may delegate responsibility for implementation of the policy and procedures

3.2 Everyone is responsible for taking reasonable care of their own health and safety and also other people where it is safe to do so

3.3 Anyone working alone needs to undertake a dynamic risk assessment of their own safety, discuss with the OMF Charity Manager and follow any procedures to protect and enhance their safety, including fire evacuation and first aid.

3.4 Anyone working alone always needs to ensure that someone else knows where they are at any particular time.

4. Responsibility of OMF

4.1 Employers have a duty to assess risks to lone workers and take steps to avoid or control risks e.g. working environment, equipment and tasks undertaken.

4.2 Employers who have 5 or more employees must record the significant findings of all risk assessments.

4.3 To establish lines of communication and supervision especially in regards to accidents and emergencies.

4.2 To provide training and instruction for lone workers as required

4.3 The OMF Charity Manager needs to listen to any concerns raised by lone workers and where practicable put in place any measures to lessen the risk of lone working

4.4 To review risks periodically and/or when there has been significant changes in the working environment, equipment and/or tasks undertaken

5. Scope of policy

5.1 Applies to anyone (employed, self-employed and voluntary) who is working alone at Penclawdd office

5.2 Applies to anyone who may be working alone at one of the outreach sites e.g. Llanybyie or any other premises being rented by the OMF

5.3 Applies to anyone who may work off site from time to time e.g. visiting clients in their own home, attending an event alone

5.4 Applies to anyone working outside normal office hours

6. Costs

6.1 Training – staff time

6.2 Equipment – additional purchases may need to be made e.g. torches, personal alarm

7. Associated Policies

Equality, Diversity & Inclusion
Health & Safety
Volunteer
Serious Pandemic, Epidemic Policy

8. Policy changes

Reason for change	Section changed	Date changed	New version number
Review date	Minor changes	May 2021	V2
Review date	Minor changes – Job title & locations	October 2024	V3

9. Policy dates

Trustee approval	e.g 13 June 2018
Review date	12 June 2021
Trustee approval	21 September 2021
Review date	20 September 2024
Trustee approval	28 October 2024
Review date	27 October 2027

Signed by  Date 28/10/24

Name printed **JOAN JEYES**
TRUSTEES

Position in organisation **CHAIR OF**



