

# Cranbrook Sports Club

## Cranbrook Rugby Football Club

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### 3.16 LONE WORKING POLICY

**Cranbrook Rugby Club (Cranbrook Sports Club)** recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone.

It is the Club's duty to both assess and control any risks from lone working, this will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999.

Risk assessments are to cover all work currently undertaken alone where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

Once all tasks involving lone working have been identified, the following factors will be considered:

- risk of violence, all tasks involving an element of lone working will be assessed for a risk of verbal threats or violence.
- equipment used by any lone worker will be assessed to ensure that it is suitable for use by one person
- if work at height is involved, both the work and the means of access and egress will be assessed
- the planned use of any chemicals will be considered with regards to their suitability for use by those working alone
- the medical fitness of each worker to continue working alone will be assessed
- access and egress to specific locations be assessed
- if lone working requires the lifting or transporting of loads, a manual handling assessment will be carried out to ensure that the task is safe for a person working alone.

In order to manage the risks identified, the following control measures will be considered

- communication - Lone working staff will be expected to call in at a maximum three hourly intervals or less depending on the type of work and level of risk it presents.
- 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.
- emergency procedures - In the event that a lone worker falls ill or they get into difficulties, they are to use the Clubhouse phone to contact their line or supervisor

Any activities identified as high risk are not to be undertaken by lone workers nor is lone working to be undertaken when the required control measures cannot be implemented.

It is the responsibility of the lone worker's line manager to monitor the tasks being carried out and that any changes to the planned work are assessed and that a safe system of work is maintained at all times.