

# 24<sup>th</sup> Hastings Scout Group

## Lone Working Policy

<b>Version no.</b>	v0.1
<b>Date first approved</b>	4 <sup>th</sup> February 2026
<b>Date of next review</b>	February 2027

## **1. Definitions**

Within this document, 'lone working' refers to situations where staff, board members and volunteers, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance. This last situation may also arise where there are other staff, board members and volunteers are in the building or on the grounds but the nature of the building and grounds itself may essentially create isolated areas.

## **2. Introduction**

The 24<sup>th</sup> Hastings Scout Group (the Group) is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. Lone working is to be actively discouraged and alternatives should be investigated.

However, it is recognised that there are occasions when members of the Group or contractors may be required, or choose, to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that: "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

Members and contractors therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of individuals when they are a 'Lone Worker'.

## **3. Persons at Risk**

People at risk include anyone who comes onto the premises of the 24<sup>th</sup> Hastings Group alone and anyone who is working on the premises in isolation. This includes both within the HQ building and the surrounding outside areas, including the copse.

## **4. Risk Assessment**

It is the responsibility of the Group Scout Leader to ensure that anyone undertaking lone working has read and understood the Lone Working Policy and undertaken the Risk Assessment (attached as Appendix 1 below). This must be undertaken for each Lone Worker / lone working episode.

All persons who may work alone are required to read this Policy and sign the Risk Assessment.

## **5. Hazards**

These may include, but are not limited to:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations which leave them open to any health and safety issues to the Group Scout Leader, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

## **6. Control Measures**

All lone working persons will:

- Lock the entrance once they have entered
- Have a telephone in the room with them
- Have a list of leaders' telephone numbers and the numbers of other key holders with them
- Tell someone (partner, friend, parent) where they are and what time they expect to return home
- Give someone a phone number that they can be contacted on
- Not undertake work for which they are not trained/qualified
- Take reasonable care of their own health and safety, including, avoiding working at height, handling heavy loads and using powerful tools.
- Know and follow, relevant safe working procedures and guidelines
- Inform the Group Scout Leader of any relevant medical conditions
- Inform the Group Scout Leader of any hazards or accidents encountered
- Consider alternative work methods where possible to reduce exposure to the hazard
- Not enter the premises if there are signs of a break in or intruders

Keyholders are also advised to inform someone when they are attending an alarm call out. Those working alone should inform the Group Scout Leader when they are on the premises and when they are leaving.

## **7. Review**

This policy will be reviewed annually.

