Lone Working Policy

Policy Management	
Policy Created: *July 2025*	Document Location: ☒ *Bee-Able CIC website* ☒ *Hard copy in red folder on top shelf of locked cabinet in office* ☒ *Electronic copy on OneDrive > Documents > Policies*
Date of Last Review: *July 2025*	
Date of Next Review: *July 2026*	
Responsibility: *Manager, Bee-Able CIC*	Name: *Sharon Senior*
Signed:	Date:

1.   Purpose

This policy outlines how we protect the safety of staff and volunteers who may work alone during Bee-Able CIC activities.

2.   Our Commitment

We aim to minimise risks for lone workers by:

☑ Assessing and managing lone working scenarios

☑ Providing appropriate safety measures

☑ Training staff to respond safely

3.   When Lone Working May Occur

Examples include:

- Home visits for support work

- 1:1 buddying or companionship sessions

- Locking up or opening a venue

- Travelling alone with a service user

Bee-Able CIC

4. Risk Management

Before any lone working:

- A risk assessment must be completed

- Emergency contact details must be recorded

- Staff must carry a charged mobile phone

- A check-in system must be in place (e.g. text/call after session)

5. Safety Measures

- Never enter a home if you feel unsafe

- Ensure someone knows where you are and when you'll return

- Avoid transporting service users unless agreed in advance with the Manager

- Report any incidents or concerns as soon as possible

6. Training

Staff and volunteers receive:

- Lone working safety training

- Conflict de-escalation and emergency procedures training

7. Monitoring and Review

We will review our practices regularly and this policy every year to make sure it stays relevant and effective.