



Lone Working Policy

1. Introduction

Fields Farm Nature Play & Therapy CIC recognises that some staff and volunteers may be required to work alone as part of their duties. While lone working is often necessary, it presents specific risks that must be managed effectively. This policy outlines our approach to protecting the health, safety, and wellbeing of lone workers while ensuring that risks are minimised.

2. Purpose of This Policy

This policy ensures that Fields Farm Nature Play & Therapy CIC:

- Identifies and assesses risks associated with lone working.
- Implements appropriate control measures to protect lone workers.
- Ensures lone workers know how to stay safe and report concerns.
- Complies with Health and Safety at Work legislation.

3. Definition of Lone Working

Lone working refers to any situation where a staff member or volunteer works alone without direct supervision or immediate assistance. This may include:

- Working outdoors on-site (e.g., tending to animals, horticultural work).
- Conducting home visits or outreach therapy sessions.
- Opening or closing the site alone.
- Travelling alone for work purposes.

4. Risk Assessment & Control Measures

4.1 Identifying Risks

Risks associated with lone working may include:

- Accidents or medical emergencies (e.g., falls, sudden illness).
- Physical risks (e.g., handling animals, manual labour, farm hazards).
- Verbal abuse or aggression (e.g., working with vulnerable individuals).
- Theft or personal safety concerns when working off-site.

4.2 Control Measures

To reduce risks, Fields Farm Nature Play & Therapy CIC will:

- Conduct risk assessments for lone working roles and activities.
- Ensure lone workers have access to a fully charged mobile phone or radio.
- Require a check-in system, where lone workers inform a designated contact when they start and finish work.
- Provide training on personal safety and risk management.
- Ensure first aid kits are accessible in all lone working locations.
- Implement buddy systems where possible for high-risk tasks.

5. Lone Worker Responsibilities

5.1 Employer Responsibilities

- Ensure all lone workers understand this policy and their responsibilities.
- Provide safe systems of work and regular risk assessments.
- Investigate any incidents or safety concerns promptly.

5.2 Lone Worker Responsibilities

- Always carry a charged mobile phone and emergency contacts.
- Follow risk assessments and safety procedures.
- Inform a designated contact when working alone and check in regularly.
- Report any hazards, near misses, or incidents immediately.
- Avoid high-risk tasks that require assistance or supervision.

6. Emergency Procedures

If a lone worker is in danger or experiences an emergency:

- Call 999 immediately if urgent medical or security assistance is needed.
- Use GPS location services to provide an accurate location if outdoors.
- Contact the designated emergency contact or line manager.
- Report the incident as soon as possible for investigation and follow-up.

7. Monitoring & Review

- Lone working arrangements will be regularly reviewed to ensure effectiveness.
- Risk assessments will be updated annually or after any incident.
- This policy will be reviewed annually to ensure compliance with best practices and legal requirements.

8. Contact Information

For lone working safety concerns, reporting incidents, or policy enquiries, please contact:

Emailing: fieldsfarmcic@hotmail.com

Calling: Charlotte – 07584045836 or Kate - 07969472087

Writing to: Directors of Fields Farm Nature Play & Therapy CIC, 1 Fields Farm, Spalding Gate, PE126UF