



Lone Working Guidelines for Volunteers



The Law requires employers to consider carefully the health and safety risks for people working alone. This includes volunteers, so references to 'work' also includes volunteering activities.

Staff and volunteers have a responsibility to take care of themselves and other people affected by the work activity, and to co-operate with the employer to meet legal obligations.

Risk assessments should be undertaken, taking into consideration: -

People

Who are you likely to meet? Are they....

- *Total strangers/ members of the public?*
- *People who are well known to you?*
- *People about whom you know very little*
- *People with a history of violence or aggression?*
- *Likely to welcome your presence or are you dealing with a difficult subject?*

Do any of the people you are likely to meet pose any significant threat to your personal safety?

Environment

Where are you working? Are you....

- *Visiting a rural or isolated area?*
- *Able to communicate with line manager or call for back up if you feel threatened?*
- *Able to let somebody know where you are, what you are doing and if your plans change?*

Do any of the places you go to pose a significant threat to your personal safety?

When are you working? Is it....

- *During office hours?*
- *Late at night or early in the morning?*

Do the hours that you work pose a significant threat to your personal safety?

Task

What are you doing? Are you....

- *Dealing with cash?*
- *Enforcing a rule?*
- *Denying access?*
- *Carrying valuables?*
- *Acting as a security service?*
- *Supervising groups of young people?*

Does the task pose a significant threat to your personal safety?

To assess the risk, consider the answers to these problems:

If there is a problem: -

- How will you call for help?
- Who will respond?
- What will they do?

If you don't report back at the end of your shift/day: -

- Who will notice?
- What will they do?

Prevention and avoidance

Lone workers should consider:

Where you are going: -

- Location details
- Travel details (train, car, walking)

How long you will be: -

- Expected length of meeting/ visit
- Expected return time

Purpose of the activity: -

- Is there a potential for conflict (e.g. difficult subject to be discussed)?

Key information

Ensure that your line manager has the following details: -

- Contact telephone numbers (including for next of kin)

- Car details – make, model, colour and registration number
- Medical information – any health issues that may affect you whilst lone working

IF YOU DO NOT FEEL SAFE DO NOT UNDERTAKE THE ACTIVITY AND REPORT TO A MANAGER IMMEDIATELY.

**Karen Sarkar
National Volunteers Manager
Angling Trust
Karen.sarkar@anglingtrust.net**

05.09.19