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Approved by	Kevin O'Connor	**Approval date**	24th Nov 25

Version history				
Version	**Date**	**Author**	**Reason for new version**	**Sections affected**
1.1	24th Nov 2025	Mark Gordon	New Policy	All

Purpose

At SRL, we recognise that some staff may be required to work alone in the community, without close or direct supervision, sometimes in isolated areas or outside normal working hours. In accordance with the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999**, the Company has a duty of care to assess and manage risks associated with lone working. Employees also have a responsibility to take reasonable care of themselves, and others affected by their work.

Scope of Policy

This policy applies to all lone working situations arising from the duties and activities of SRL staff. Lone workers include:

At Main Place of Work:
- Individuals working alone on the premises at any time.
- Staff working in separate locations or areas of a site.
- Employees working outside normal office hours.

Away from Fixed Base:
- Staff visiting other agencies', clients' premises, or external meeting venues.
- Employees staying at or travelling to hotels.
- Individuals working from home.

Aims of the Policy

This policy aims to:
- Raise awareness of safety issues related to lone working.
- Ensure systematic and ongoing risk assessment & implementation of safe working practices.
- Provide appropriate support, training & tools to help staff recognise & manage risks.
- Encourage full reporting and recording of adverse incidents.
- Reduce incidents and injuries related to lone working.

Responsibilities
Operations Board of Directors:
- Identify, evaluate, and manage lone working risks.
- Allocate resources to implement the policy.
- Monitor incidents and review policy effectiveness.

Senior Managers:
- Ensure staff awareness of the policy.
- Minimise lone working risks.
- Identify lone working situations and consider alternatives.
- Conduct and review risk assessments.
- Implement safe systems of work.
- Provide training and refresher sessions.
- Investigate, record incidents.
- Support staff involved in incidents.
- Provide mobile phones and personal safety tools where appropriate.
- Ensure all applications are activated where appropriate.

Employees:
- Take reasonable care of themselves and others.
- Ensure that the lone working application is enabled and working on the issued or personal device
- Follow lone working procedures and guidance.
- Report incidents and seek guidance when needed.
- Participate in any relevant induction or familiarisation training.
- Report hazards or concerns related to lone working.

Good Practice for Lone Workers
- Leave details of location and expected return time when leaving the workplace.
- Communicate any significant changes in plans.
- Maintain telephone contact with a colleague when appropriate.
- Ensure access to first-aid facilities; mobile workers should carry a first-aid kit.
- Use mobile phones with lone working application activated when working alone.
- Undertake first-aid training if indicated by risk assessment.

Children and Vulnerable Adults
- Staff should not work alone with children or vulnerable adults under any conditions.

Monitoring Safety Issues
- Report all incidents, including near misses, verbal abuse, using the incident reporting process.
- Managers shall regularly check in with lone workers during supervision to address any safety concerns.
- Lone workers are encouraged to ensure that the Lone working application is enabled on their authorised mobile device
- Seek help and raise concerns proactively.

This Policy Statement is reviewed annually.

Kevin O'Connor
Non-Exec Chairman

Dated: 24 November 2025