

## **Lone Working Policy**

**Date Adopted: 1<sup>st</sup> Sept 2025**

**Review date: 1<sup>st</sup> Sept 2026**

**Agreed by: SLACC CIO Trustees**

### **1. Purpose of this policy**

This policy aims to ensure the safety and wellbeing of volunteers and staff who may work alone while representing SLACC/ WIW. It outlines procedures and responsibilities to manage lone working risks in line with UK health and safety legislation.

### **2. Organisations and projects covered**

South Lakeland Action on Climate Change – towards transition (SLACC-tt) CUO Charity no 1139474

South Lakeland Action on Climate Change – towards transition (SLACC-tt) CIO Charity no 1202875

Waste into Wellbeing (WiW) – a project of SLACC which has its own identity with governance provided by SLACC trustees.

### **3. Legal Framework**

Under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999, the charity has a duty to assess risks and take reasonable steps to ensure lone workers are safe.

### **4. Who this policy applies to**

The policy applies to all trustees, volunteers, staff, contractors and any anyone working alone on behalf of SLACC/WIW. Lone working is rarely needed but may include the following activities

- Collection and delivery of surplus food from supermarkets
- Driving their own vehicles
- Activities in the Eddington or other venues such as preparing food or setting up equipment for events
- Meeting potential and new volunteers

### **5. Lone Working Principles**

- Anyone working on behalf of SLACC/WIW is advised not to work alone particularly if meeting new volunteers.
- When it is necessary to work alone, for example collecting food from our suppliers, arrangements should be made to check in with a buddy at the end of a shift.



- When it is necessary to work alone carry a mobile phone which is charged and in credit

## **6. Linked Documents**

Safeguarding policy.

Volunteer handbooks

## **7. Review and responsibility**

The Board of Trustees of SLACC is responsible for ensuring this policy is reviewed annually or after any lone working incident.