

St Ives Community Orchard CIC

Lone working Policy



Statement of intent

St Ives Community Orchard CIC is committed to meeting its duties to those who work without close or direct supervision or company for substantial periods of time (lone workers) - including those who may be working as part of a work party but in a completely separate area of the orchard and nature reserved - and who therefore may be working alone in potentially isolated conditions without immediate backup or support.

How we will try to do this

It is unusual that team members work alone but if this is necessary we commit to the following actions:

Awareness of legislation, guidance and best practice

- Keeping up to date with current legislation, guidance (e.g: from the Health and Safety Executive) and best practice principles and ensure that this informs what we do in policy and practice.

Training

- Training all team members who may be lone working in personal security procedures.
- Including relevant training and guidance in the induction training for all new team members.

Assessment of competence

- Assessing and being satisfied that each member of the team is competent and safe to work alone; to be sufficiently experienced and to understand the risks and precautions needed fully which includes threats from health and safety hazards and from aggression and violence; are clear about how to act in ways that will maximise their own safety and what to do in an emergency.

Risk assessment

- Assessing risks to lone workers.
- Taking steps to avoid or control those risks where necessary - recognising that team members working alone need to rely on their own judgment and initiative and may be at a greater risk of making mistakes or errors.

When lone working

- Requiring lone workers to have charged mobile phones so that they can summon help quickly with other team members including a Work Party Team Leader, or other project supervisor.
- Ensuring that any lone worker knows that in a situation where they feel under immediate threat of their physical safety they should contact the police directly - or a team member or project supervisor who should contact the police for them. The team member or project supervisor should be careful to take all appropriate information from the lone worker, such as location and telephone number, and to pass this on to the police.
- Ensuring that any lone worker knows that they should report to the team or project supervisor at the end of a session.
- Ensuring that any lone worker knows that they should fill in an incident form if there has been an incident.

Untoward Incidents

- Regularly reviewing and auditing untoward incidents, including all incidents which involve the use or threat of aggression or violence.
- Including any lessons from this process in to future training, guidance or arrangements to support lone workers where appropriate.

Adhering to this Policy

This policy is relevant to anyone who volunteers or works with St Ives Orchard CIC, or is involved in events and activities.

The policy is available either on request or on our website.

Please email admin@stivesorchard.co.uk with suggestions as to any interventions/actions that could help us to implement this policy as effectively as possible, or to report any activities that may cause concern.

St Ives Orchard CIC will then endeavour to address and resolve any issues raised within 30 days.

Date Policy Updated: April 2024

All St Ives Orchard CIC policies will be reviewed at least every two years and updated when necessary to reflect changes in statutory requirements and best practice guidance.

Please note - the following terms are used in St Ives Orchard CIC policies

St Ives Community Orchard CIC: also sometimes referred to as St Ives Orchard CIC or the organisation.

Volunteers: Directors, Committee Members, Project Managers, Work Party Team Leaders and Participants, and various other roles.

Partners: those with whom we work.

Contractors and suppliers: those who may work for us or provide services to us.

Participants: anyone participating in activities and events.