

Nature Beanz Adventures Lone Working Policy

REVIEWED ON: MARCH 2025

NEXT REVIEW DUE: MARCH 2026

COMPLETED BY: GARETH JONES

1. Purpose

This policy outlines the procedures and guidelines for staff and volunteers working alone at Nature Beanz Adventures. It aims to ensure the safety and well-being of employees when working alone, reduce risks associated with lone working, and provide clear protocols for emergency situations.

2. Scope

This policy applies to all staff, volunteers, and contractors working for Nature Beanz Adventures who may be required to work alone in any situation, either on or off the premises.

3. Definition of Lone Working

Lone working refers to any situation where an employee, volunteer, or contractor is required to work alone without direct supervision or contact with others. This could involve working alone on-site, during off-site visits, or in remote locations.

4. Risk Assessment

- A risk assessment must be conducted for any lone working activities to identify potential hazards.
- The risk assessment will include factors such as location, time of day, task complexity, and the individual's experience or health status.
- Where high-risk activities are identified, additional precautions or alternative arrangements may be necessary to ensure safety.

5. Procedures for Lone Working

- **Pre-Work Communication:** Before working alone, staff must inform their line manager or designated colleague about the nature of the work, location, and expected duration.
- **Check-in Procedure:** Regular check-ins should be made with the office or supervisor during lone working hours. A schedule for check-ins will be agreed upon, with intervals based on the level of risk.
- **Communication Devices:** Staff working alone must have access to a fully charged mobile phone or another reliable communication device.
- **Emergency Protocols:** Staff must be familiar with the emergency procedures for the site or activity they are involved in. In the event of an emergency, staff should follow the

established protocols for reporting incidents, summoning help, or evacuating if necessary.

6. Safety Measures

- **Training:** All staff members engaged in lone working must receive appropriate training, including risk awareness, how to respond in an emergency, and how to use communication devices.
- **Personal Safety Equipment:** Depending on the nature of the work, personal safety equipment such as a first aid kit, protective clothing, or safety alarms may be necessary.
- **Workplace Security:** When working in or around a building, ensure all entrances are secure and access is controlled to minimize any potential threats.
- **Safe Working Practices:** Staff should avoid engaging in tasks that could put them in danger when alone (e.g., handling hazardous materials without appropriate support).

7. Monitoring and Support

- **Supervision:** While staff may work alone, regular monitoring ensures that all workers are supported and safe. Supervisors will provide guidance and support for workers who feel uncomfortable working alone.
- **Buddy System:** For higher-risk activities, a buddy system will be implemented, where two or more individuals are required to work together.
- **Incident Reporting:** Any incidents or near-misses during lone working must be reported to the supervisor or manager immediately. All reports will be reviewed to determine whether changes to procedures or additional safety measures are required.

8. Health and Well-Being

- Staff are encouraged to assess their health and fitness before engaging in lone working. If any health concerns or conditions may affect their ability to work alone safely, these should be communicated to management, and adjustments may be made to support their safety.

9. Lone Working Off-Site

When working off-site:

- **Risk Assessment:** A specific risk assessment for the off-site activity will be conducted.
- **Travel Arrangements:** Staff should ensure they have safe travel arrangements and inform a colleague or manager of their itinerary.
- **Emergency Contacts:** Emergency contact details should be shared with the office, and staff should have a method for contacting emergency services in case of an emergency.

10. Lone Working Policy Review

This policy will be reviewed annually or after any incidents to ensure it remains relevant and effective in safeguarding staff during lone working. Feedback from staff will be taken into account to improve procedures and safety protocols.

11. Contact Information

For any concerns regarding lone working or to report an incident, please contact:

- Gareth Jones
- info@naturebeanzadventures.co.uk
- 07889921645