

Safe Lone Working

Reviewed by Trustees 23/01/2020

Context

Working alone is not against the law and it will often be safe to do so. But the law requires employers to consider carefully, and then deal with, risks for staff working alone. So CCF is concerned that volunteers should be aware of risks of lone working and given advice on dealing with them.

CCF therefore recommends the good practices below to all staff and volunteers, will welcome and respond to safety reports or concerns raised, will make sure they are suitably dealt with and learnt from and will involve trustees or other authorities if necessary. This policy will be reviewed at least every two years.

(1) Situations which require careful consideration include:

- working alone in the office building
- home visits
- sharing a car
- meeting people for the first time / one to one
- when it's dark
- carrying cash or valuables

(2) Sensible precautions

- **avoid being alone** in situations that are risky, if at all possible
- if you feel uneasy about what you're planning or being asked to do, discuss it, raise your concerns, ask for help. Trust your instincts: it's ok to say no!
- consider other ways of achieving what's planned. Is it necessary?
- log your planned activities into your personal CCF calendar or a shared CCF calendar as appropriate.
- if you will be alone, let someone know where you are going, who you are meeting, what time you will be there, expect to leave and return. This could be a colleague, partner, friend, family member, etc.
- carry a mobile and check in just before the meeting and check out as you leave, if you feel it appropriate.

(3) Do not stay in a risky situation:

- If you feel uneasy, leave that situation
- Be aware of circumstances changing, and be assertive if you are not comfortable

(4) Record and Report any incident or cause for concern

In particular, please report aggressive / threatening behaviour, unwanted sexual advances or any situation you felt was unsafe. Report it to a CCF staff member or manager.