

Safe Lone Working Policy

Adopted by Trustees 19/03/26

1. Context

Working alone is not unlawful and can often be carried out safely. However, under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations, 1999, Cambridge Carbon Footprint (CCF) has a duty to assess **the** risks to lone workers and implement appropriate control measures.

CCF is committed to ensuring that staff and volunteers understand the risks associated **with** lone working and are provided with appropriate guidance and support. All staff and volunteers are welcome to raise safety reports or concerns which will be suitably dealt with and learnt from, involving trustees or other authorities, if necessary.

2. Risk Assessment

CCF requires that lone working activities are subject to suitable and sufficient risk assessment. Risk assessments will consider:

- i. The environment and location of the work
- ii. The task being undertaken
- iii. The individual's experience and training
- iv. The presence of members of the public or service users
- v. Potential for violence, aggression, or safeguarding concerns
- vi. Emergency arrangements and communication methods

Situations which require careful consideration include:

- i. Working alone in the office building
- ii. Home visits
- iii. Sharing a car
- iv. Meeting people for the first time / one to one
- v. Working or travelling when it's dark
- vi. Carrying cash or valuables

3. Control Measures, Good Practice and Sensible Precautions

- vii. Avoid being alone in situations that are risky, if reasonably practical.
- viii. 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?
- ix. Log your planned activities into your personal CCF calendar or a shared CCF calendar as appropriate.

- x. 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.
- xi. ~~C~~arry a charged mobile and check in just before the meeting and check out as you leave, if you feel it appropriate. ~~—~~Do not stay in a risky situation. ~~;~~
- xii. If you feel uneasy, leave that situation.
- xiii. Be aware of circumstances changing and be assertive if you are not comfortable.

4. Responsibilities

CCF Trustees, through the Audit and Risk Committee, and the General Manager will:

- i. Ensure risk assessments are completed and reviewed.
- ii. Provide appropriate guidance and support.
- iii. Investigate reported incidents and take corrective action.

Staff and Volunteers will:

- i. Follow agreed lone working procedures.
- ii. Participate in risk assessments where required.
- iii. Report incidents, near misses, or concerns promptly.

5. Incident Reporting

All incidents, including aggressive or threatening behaviour, unwanted sexual advances, near misses, or situations where you felt unsafe, must be reported to a CCF manager as soon as reasonably practicable.

Serious incidents will be reviewed and, where appropriate, reported to relevant authorities in accordance with safeguarding and health and safety requirements.

6. Reviewing and monitoring

This policy will be reviewed annually by Trustees.

End