



Lone Worker & Personal Safety Policy

This policy was reviewed and approved at the AGM on 24th April 2023.
It will be reviewed in 2026

The Ivers Good Neighbours Scheme is committed to reducing the risks to its volunteers associated with lone working.

It is essential that volunteers co-operate to develop simple and practical systems.

What is lone working?

Lone working describes any situation whereby someone is not working alongside or near to others.

Due to the nature of some of the work, you will be in a situation where you are working alone.

Given some forethought and a few simple precautions, the slight risk can be reduced to a minimum.

Basic requirements for all lone workers

- Take care of your own safety and that of others affected by your actions or inactions.
- Comply with risk assessments and safe systems of work.
- Report any shortcomings in systems of work to the duty co-ordinator.
- Complete Incident Report Forms in the event of incidents or near misses.

Travelling by car

- Plan your route and take appropriate maps.
- Ensure that the vehicle is in good order and that you have sufficient fuel; take warm clothes in case of breakdown or bad weather.
- Keep valuables out of sight; female staff should not leave obvious signs that the driver is female (handbags, coats etc) on the seats.
- Park in well-lit areas, if possible with the car facing in the direction of exit; when returning to the vehicle, check the back seat.
- Carry a mobile phone for emergency use.