

Lone Working Policy

Protocol and Procedures

Lone working will be kept to a minimum. Where possible an individual's working hours will be planned to coincide with those of others.

It is the responsibility of the lone worker to inform a contact of their arrival and departure from the premises.

It is the responsibility of the lone worker to inform a contact of their estimated time of arrival at home and to provide an update if there is a significant change.

During the period of lone working, doors should be kept shut, and the building should be kept secure.

The lone worker should have access to a phone at all times.

If working off site, any employee should leave full details of where they are and how they should be contacted.

Employees must not make home visits.

Employees must not take children home.