



## Lone Working Policy

Amended and approved by Trustee Board at meeting of 27th April 2026

### Contents

Lone Working Policy	1
Version Control	1
Lone Working Policy and Guidance	2
What is lone working?	2
What is the Group policy on lone working?	2
Related Links:	3

### Version Control

Version	Author/ Editor	Release Date
1.0	Mike Hewitt	5 <sup>th</sup> November 2021
2.0	Mike Hewitt	18 <sup>th</sup> July 2022
3.0	Mike Hewitt	June 2024
4.0	Kate Clough	April 2026

	<p><b>Dringhouses (PC) Scout Group, York</b>  Registered Charity Number: 1064151  <b>Lone Working Policy</b>  Version 4.0 April 2026</p>	<p>PUBLIC</p>	<p>Page   1</p>
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# Lone Working Policy and Guidance

## What is lone working?

There are many situations where adult volunteers or young people may be considered to be lone working as part of their scouting activities, and these can be defined in two ways:

- Where adult volunteers or young people are undertaking activities by themselves. or
- Where adult volunteers or young people are undertaking Scouting activities alone with the general public or members unfamiliar to them.
- Such individuals may be exposed to risk because there is no-one to assist them.

Guiding principles:

1. No lone worker should be in a situation where they feel at risk
2. Everyone is responsible for avoiding and managing risks that arise from lone working
3. Lone working risks should be identified and eliminated where possible and where this is not possible should be limited and managed
4. Adults who fail to follow agreed procedures outlined in this policy is a decision taken by individuals for which they are personally accountable.


## What is the Group policy on lone working?

If possible, lone working should be avoided, especially if an activity is particularly difficult or potentially dangerous to undertake alone. If it is necessary, then:

- The person intending to work alone should notify their line manager of their planned activity and
- The persons' line manager should assess the risks involved in conjunction with the individual. Some tasks may be too difficult or dangerous to be carried out unaccompanied and they should be willing to adapt or not undertake the activity if necessary. When assessing the risk, you should consider:
  - both normal working conditions and foreseeable emergency situations e.g. fire, equipment failure, illness and accidents
  - the environment – location, security, access
  - the activity – nature of the task, any special circumstances
  - the individuals concerned
  - any other special circumstances

The key control that MUST be implemented is for the person working alone to nominate a 'buddy' to keep in touch with, whose role it is to raise the alarm if the lone worker is not in contact with them when they have arranged to be. In setting up this buddy system there are some common principles and practices that should be considered:

- The lone worker should leave details with their buddy (line manager or another appropriate person) of where they plan to go, approximate times of when they are expected to undertake the

	<p><b>Dringhouses (PC) Scout Group, York</b> Registered Charity Number: 1064151 <b>Lone Working Policy</b> Version 4.0 April 2026</p>	PUBLIC	Page   2
---	---	--------	----------

activity, details of any meetings they have arranged, including the name and any people they are meeting. A plan should be agreed in case circumstances change including who and how they will let people know.

- Depending on the duration of the activity the lone worker should contact their buddy at an agreed interval.
- There must be an appropriate means of communication. If a mobile phone, it should be checked to ensure that it is fully charged and (for pay-as-you-go), has sufficient credit and is switched on.
- They should carry emergency contact details in case of illness or accident and ensure their Compass/ OSM profile has their emergency details up to date as well.
- The lone worker and line manager should think about where they will be going and what they will be doing; and consider whether there are particular risks relating to that location or activity (e.g. an unusually isolated location, adverse weather conditions for driving). If there are, these should be discussed before they set off.

Lone workers should:

- Consider locking premises when they are working or volunteering alone.
- In the case of unauthorised visitors making any lone worker feel unsafe or uncomfortable call the buddy or Lead Volunteer (GSL) immediately.
- Leave immediately or not enter any situations or premises if they feel unsafe.
- Report any concerns, lone working incidents or near misses, to their line manager.
- Report any safety practices that need to be improved or risks not otherwise identified.
- If they are meeting with members of the public, or someone unfamiliar to them then they should arrange the meeting to take place in a public place such as a café, a communal area at a meeting place, a County/District office or activity centre where others will be present.


What should a buddy do if they are unable to make contact with the lone worker?

On loss of contact:

1. Call the lone worker, if no answer, notify the Lead Volunteer (GSL)
2. Call someone local to go check on the lone worker (if practical), if not possible
3. If practical visit the location personally to check on the lone worker, if not possible
4. Call non-emergency police phone number and ask for a welfare check

## Related Links:

[Lone working within Scouting | Scouts](#)

	<b>Dringhouses (PC) Scout Group, York</b> Registered Charity Number: 1064151 <b>Lone Working Policy</b> Version 4.0 April 2026	PUBLIC	Page   3
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