



## Lone Worker Policy

Responsible Person	Directors
This version Date	January 2025

Working alone is not against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

CM Sports is responsible for the health, safety and welfare at work of all their employees. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.

This includes ensuring that staff are adequately trained in all relevant Health and safety procedures relating to their role. These responsibilities cannot be transferred to any other person, including those people who work alone, however employees have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

As an employer this policy is also required to adhere to the *Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999*. Consideration has also been given to “*Working Alone in Safety*”, HSE free leaflet INDG73, and “*Violence at Work*”, HSE free leaflet INDG69

### **CM Sports – Head office;**

At CM Sports, the prime consideration in the context of Lone Working is that staff in this situation are fully safeguarded and supported. Within the head office site staff are often able to work out of normal hours and at times find themselves in this situation without immediate visual contact with colleagues. However, in this situation if the site is open staff are on duty within the site and carry out regular checks of the premises and final ones before closing at the end of the day.

### **CM Sports off site;**

More specific guidance is required for staff whose roles necessitate “Lone Working” off-site, specifically in connection with travelling alone with students where they may have to deal with unpredictable behaviour and situations. Reference is made to travelling alone with students in the CM Sports Child & vulnerable adult Protection Policy, where suitably insured staff are required to ensure that passengers travel in the rear of the vehicle and that permission is gained in writing from a parent or guardian prior to the journey where the passenger is under 18.

It is a legal requirement that any employers who have five or more employees must record the significant findings of all risk assessments. It is suggested that the completed risk assessment forms are discussed periodically with the member of staff’s line manager to ensure the identification of any new hazards or training needs are followed up.

### **COMPLETING THE RISK ASSESSMENT OF LONE WORKING**

Before any visits requiring Lone Working a thorough risk assessment must be completed and if this identifies a potential hazard the first task should be to try and eliminate it through appropriate control measures. Some of

the control measures may include the need for additional instruction, training, supervision or protective equipment and will require follow-up and monitoring procedures for employees.

The principles of risk assessment are –

- that the real risks are identified;
- that potential consequences are considered;
- that steps are taken to manage the most serious risks and mitigate their consequences.

**If the risk assessment shows there is a significant risk to employees carrying out a specific task or undertaking a workplace activity alone, they must be prevented from doing so and alternative arrangements made.**

For each visit, the findings of any risk assessments must be recorded on the Lone Workers Risk Assessment register in the office location so that all relevant information and permissions to be gained prior to the visit and subsequent follow up is completed in a consistent format.

When completed, the form should be considered and authorisation given by the signature of either

**In the event of a team member is in the office on their own: Linked to Lone Worker policy**

Following CM Sports' policies, if a team member is left in the office, when all the team are out and an intruder or a situation happens. If they call one of the directors and say "Purple Folder", this means they are in a genuine, vulnerable situation and therefore the team must take immediate action. If you are in the office, you should lock yourself in and if needed call the Directors or police:

Nick – 07545 191465

Matt – 07709 454726

Luke – 07843 241010

The team who has answered the phone will need to respond to the purple folder request by asking the following questions:

The 5 emergency questions:

1. Do you need help?
2. Are you in danger?
3. Do you need someone to come over to the office now?
4. Do you need me to ring for a site team?
5. Do you need me to ring 999/112?

If they answer yes to 0999, please act on this first, then let the other directors know about the situation- giving them as much information as possible.