

## AYR UNITED FOOTBALL ACADEMY



**POLICY** Lone Working  
**FOR** VOLUNTEERS AND STAFF  
**VERSION** 1.1

Created January 2013  
Passed by Board of Management June 2013  
**Review dates** March 2017

### 1. Purpose

1.1 To ensure the increased level of risk posed by personnel working on their own is effectively controlled.

### 2. Definitions

2.1 'Lone Working' – Work carried out by personnel where no other Academy employees or trusted individuals are in the vicinity.

### 3. References

3.1 Health and Safety at Work etc. Act 1974

3.2 Management of Health and Safety at Work Regulations 1999

### 4. Lone Working Assessment and Control

4.1 It is recognised that lone workers may be exposed to additional risks by virtue of there being no other Academy personnel present. The General Risk Assessment procedure includes appraisal of these risks.

4.2 The nature of work carried out by the Academy will require employees to work outwith normal working hours and to travel between premises. It is, however, the policy of the Academy to take appropriate steps to control the risks associated with lone working. All employees carrying out lone work during normal work hours should obtain the consent of their Line Manager, who will be responsible for ensuring the employee is accounted for at the end of the working day.

4.3 No employee may enter Academy premises outwith normal working hours or carry out any Academy work away from an Academy premise without the knowledge and consent of their Line Manager. Their Line Manager should be informed of the expected duration of lone working.

4.4 Upon completing work outwith normal working hours and completing all work where they have been working alone, employees must make contact with their Line Manager. This contact should be made when the employee is no longer on 'work time' – e.g. upon leaving the office or arriving home after lone work.

4.5 Their Line Manager is responsible for ensuring that contact is made by lone workers at the requisite time.

4.6 In the event of any incident occurring to a lone worker, immediate contact should be made with the appropriate emergency services and their Line Manager, who will deal with the situation as appropriate.