

AYR UNITED FOOTBALL ACADEMY



POLICY	Lone Working
FOR	VOLUNTEERS AND STAFF
VERSION	1.5

Created
Passed by Board of Management
Review dates
Next Review date

January 2013
June 2013
September 2023
June 2024

Changes to Policy: -

Date: June 2017
Report to: Board of Ayr United Football Academy
Report from: Donald C Stewart
Purpose: Annual Review
Recommendation: No changes
Rationale: No national changes relevant to the policy and no request from Academy personnel

Date: September 2019
Report to: Board of Ayr United Football Academy
Report from: Donald C Stewart
Purpose: Annual Review
Recommendation: No changes
Rationale: No national changes relevant to the policy and no request from Academy personnel

Date: September 2021
Report to: Board of Ayr United Football Academy
Report from: Donald C Stewart
Purpose: Annual Review
Recommendation: No changes
Rationale: No national changes relevant to the policy and no request from Academy personnel

Date: September 2023
Report to: Board of Ayr United Football Academy
Report from: Donald C Stewart
Purpose: Annual Review
Recommendation: No changes
Rationale: No national changes relevant to the policy and no request from Academy personnel

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.

SGB Equality Impact Assessment Template

 Development or review of a policy	Name of Policy	Lone Working Policy	
	Is this a new policy being developed or a review of an existing policy	New ☐	Review ☒
	Others involved in the assessment	None	
	Dates(s) of EIA	September 2023	
	What is the purpose and outcomes of the policy?	To ensure that all personnel engaged in academy business have appropriate support	
	Who are the customers for this policy?	All those working alone on behalf of the Academy	
	How has equality been considered in the development / review of the policy so far?	Lone working is in the nature of our work, and whilst these safeguards are for all staff, vulnerable staff will be more encouraged to keep with the policy.	
	Who / what has driven this?	Annual review	
	Why might it be important to consider equality and the protected characteristics?	Legally it is important for us to ensure we comply with best practice on the provisions with the Equality Act and we are working with local authorities and the Scottish Football Association in contributing to their duties to those with protected characteristics under the Equality Act 2010 as well as ensuring our legal responsibilities under the same act with regards to employment practices.	
 Data and research	What does the data tell you about your customers and about protected equality groups?	We have not conducted a data review.	
	What sources of data have you used?	None used nor gathered.	
	What do you need to know more about?	Whether vulnerable staff are more or less likely to be lone workers.	
	How could you find this out and who could help you?	Management staff	
 Consultation	Who have you consulted with from protected equality groups?	None	
	Who else could you consult with?	All protected groups	
	Who can help you with this?	External agencies	

	How does the policy contribute to the SGBs strategic equality objectives?	Ensures compliance with both the law and the public sector equality duty for each of the local authorities and the governing body of the sport of football
	How could it be revised or changed to contribute more?	The opportunity to ensure it is embedded in training, reviews of its practice and specific reports to those authorities who request it.

	How will you monitor and evaluate the policy?	The policy shall be renewed annually
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	Action	Timescale	Responsibility
	Review and suggests specific training for volunteers and staff	June 2024	EIA Lead Officer
	Reviews of its practice at annual review	June 2024	EIA Lead Officer
	Commit to respond to specific reports to those authorities who request it on the implementation of the Employment legislation associated in the Equality Act 2010	As required	EIA Lead Officer

	Sign off			
	Signed by Policy Lead David White		Date	September 2023
	Signed by EIA Lead Officer Donald C Stewart		Date	September 2023

Ayr United Football Academy Data Protection Impact Assessment

Policy	Lone Worker Policy
Date of assessment	September 2023
Author	Donald C Stewart
Legacy	None

DPIA process checklist

	Done?
We describe the nature, scope, context and purposes of the processing.	Yes
We ask our data processors to help us understand and document their processing activities and identify any associated risks.	Yes
We consider how best to consult individuals (or their representatives) and other relevant stakeholders.	Yes
We ask for the advice of our data protection officer.	Done
We check that the processing is necessary for and proportionate to our purposes and describe how we will ensure data protection compliance.	Yes
We do an objective assessment of the likelihood and severity of any risks to individuals' rights and interests.	Yes
We identify measures we can put in place to eliminate or reduce high risks.	Yes
We record our decision-making in the outcome of the DPIA, including any difference of opinion with our DPO or individuals consulted.	Yes
We implement the measures we identified and integrate them into our project plan.	Yes
We consult the ICO before processing, if we cannot mitigate high risks.	Yes
We keep our DPIAs under review and revisit them when necessary.	Yes
All of the above are covered in our Data Protection Policy as available on web. There are no specific measures in place for this guidance BUT it does serve as a reminder of our duties and responsibilities.	