**Lone Worker Policy for The Bournemouth Above And Beyond Trust**

**Introduction**

BAABT recognises that some workers and volunteers are required to work by themselves without close or direct supervision.

The charity will avoid the need for employees to work alone where reasonably practicable.

BAABT considers personal safety a top priority and has a duty of care to all its members.

A lone worker is defined as an individual who for significant periods of their working time, is engaged in activities which places them in a situation without direct contact with other members of the charity.

**BAABT will ensure that:**

Lone working is avoided as far as is reasonably practicable

Arrangements are in place so that someone else is aware of a lone worker’s whereabouts at all times

Ensuring that all Trustees, workers and volunteers are aware of this policy

Ensuring that appropriate support is given to staff involved in any incident

**The Lone Worker should ensure that:**

They take reasonable steps to ensure their own safety

Inform another trustee of any incidents or safety concerns

For any lone working, consideration should be given to: the remoteness of the workplace; potential communication problems; the likelihood of a criminal attack; potential for verbal and physical abuse. Any concerns should be discussed with a trustee prior to the visit.

If in immediate danger, call 999

Where possible, remove themselves from the source of the danger

Report the emergency to trustees as soon as possible.

If conflict arises: avoid confrontation.

If anyone makes provocative, offensive or challenging remarks terminate the meeting

Do not touch anybody

Appear calm, remain sitting and make clear simple statements

Show that you are taking the person’s concerns seriously and give them space to back down without losing face

Immediately report any threatening or challenging behaviour to trustees

Adopted by Board of Trustees Feb 2025

Review Feb 2026