



Dulwich Society Lone Volunteers Policy

Policy Statement

Where a volunteer for the Society is required to operate on their own, both the individual volunteer and the member of the Executive Committee they report to have a duty to assess and reduce the risks which lone volunteering presents.

Scope

This policy applies to any individual who volunteers for the Dulwich Society who carries out their duties outside their home on their own without access to immediate assistance, for example delivering Journals, carrying equipment or heavy documents, gardening.

Risk Assessment

A risk assessment on Lone Working has been completed and is attached at Appendix 1.

The main risks are slips, trips and falls, theft and violence/harassment whilst working alone, and manual handling. The Risk Assessment may be amended for specific types of lone working as appropriate.

Training and induction

Members of the Executive Committee overseeing volunteers who undertake lone working will advise them of potential risks and means of reducing them and will issue a copy of this policy and risk assessment to them. Any concerns regarding the risks associated with lone working should be reported to the Secretary.

Practical guidance to reduce risks

Reasonable precautions might include:

- Checking directions for your destination in advance
- If a car is used, ensuring it is roadworthy and has breakdown cover
- Ensuring someone knows where you are and when you are expected home
- Avoiding, where possible, poorly-lit or deserted areas
- Avoiding, where possible, working alone late at night.
- Avoiding working alone outdoors in adverse weather conditions
- Ensuring that mobile phones are carried discreetly
- Ensuring that items lifted or carried are manageable for one person