



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

LONE WORKING POLICY

Effective from: 01/09/2026

Review by: 01/09/2027

Lone Working Policy

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For: Old Farnley & District Community Association trading as Farnley Community Centre

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1. Policy Statement

Old Farnley & District Community Association, trading as Farnley Community Centre, recognises that some staff and volunteers may be required to work alone at times. This policy sets out the measures in place to protect their health, safety and wellbeing.

2. Definition

Lone working is defined as any situation where an individual is working without direct supervision, or without immediate access to assistance in the event of an incident or emergency.

3. Responsibilities

Trustees will:

- Approve and annually review this policy.
- Ensure lone working risks are assessed and managed.
- Provide resources to support safe lone working.

The Chair of Trustees (Peter Allison) will:

- Oversee implementation of this policy.
- Ensure risk assessments for lone working are in place and reviewed regularly.
- Maintain records of incidents relating to lone working.

All staff and volunteers will:

- Follow lone working procedures at all times.
- Inform their manager or a colleague when working alone.
- Report hazards, concerns or incidents immediately.
- Avoid lone working at night unless necessary and agreed in advance.

4. Risk Assessment

Risk assessments will be carried out for all lone working activities, including building maintenance, administration, cleaning, and out-of-hours opening. Control measures will be identified and implemented.

5. Lone Working Procedures

- Keep external doors locked when working alone inside the building.
- Carry a charged mobile phone at all times.
- Inform a designated contact of start and finish times when working alone.
- Do not undertake high-risk tasks (e.g. working at height, heavy lifting) when alone.

- Ensure fire exits remain clear and accessible at all times.

6. Emergencies

- In case of fire, follow the Fire Safety & Evacuation Policy.
- Call 999 in case of medical emergencies, accidents, or threats.
- Contact the Chair of Trustees as soon as possible after the incident.

7. Monitoring & Review

This policy will be reviewed annually or sooner if incidents occur, or if changes in operations require reassessment.

8. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2026.
- Next review due annually.
- Policy owner: Chair of Trustees (Peter Allison).