Lone Working Policy

Scouts
2nd Acomb - York
(St Stephen's)

Purpose

This policy explains how 2nd Acomb (St. Stephen's) Scout Group handles lone working to minimise risk.

Applies to

All Leaders including Trustee Board Members, Young Leaders, Volunteers, Suppliers, Contractors and members of the Public who are involved with 2nd Acomb (St. Stephen's) Scout Group.

Summary

Working alone on a Scouting activity can expose individuals or property to risk of harm, or the Group to reputational damage. Scout Association guidance on lone working is to be followed always, and activities with young people must follow the Yellow Card rules.

Contents

Lone Working Policy 1
Purpose 1
Applies to 1
Summary 1
Contents 1
Version control 1
Introduction 1
General Guidance 2
Activities With Young People 2
Higher Risk Activities 2
Lone working with an InTouch system 3
Lower Risk Activities 3

Version control

Version	Author	Role	Release date
1.0	Russell Odom	Deputy Chair	01 January 2024
1.1	Russell Odom	Deputy Chair	07 July 2025
1.2	Sarah Brogan	Group Lead Volunteer	10 Sep 2026

Introduction

Although our Scouting activities usually involve lots of people, there are occasions, particularly "behind the scenes", where people may have occasion to work on their own.

Lone Working means any time a member of the Group is working (in connection with the Group) without the *immediate physical presence* of someone they *know and trust*. This may include working with the public or other people within Scouting who they do not know – it does not just apply to situations where no other person is present.

The primary consideration under this policy is to reduce risk of harm to people and property but also encompasses reducing the risk of reputational damage to the Group or Scouting in general.

General Guidance

The Scout Association's Lone working within Scouting guidance must always be followed.

Individuals are responsible for assessing whether their proposed activity is suitable for Lone Working and should escalate to their line manager for advice if unsure. Where there is doubt, they must err on the side of caution reducing the risk by involving another person or using an InTouch system rather than working completely alone.

Any structural/systemic risks which are identified or suspected when planning or undertaking any lone working activity must be communicated and recorded as per the Group's Risk Policy.

If the nature of the activity changes beyond that which was expected, it is necessary to reassess whether the number of people present is still suitable. If it becomes uncomfortable or unsafe, the lone working activity must be immediately stopped. Any concerns, incidents or near misses must be reported in accordance with POR section 7/Purple Card emergency procedures or to the lone worker's line manager.

Activities With Young People

Activities with young people must always be planned in accordance with the Code of Conduct in the Yellow Card to ensure that there is always more than one other person present.

Higher Risk Activities

There must be at least one other person present for any activity which involves:

- working on ladders or at any significant height above floor/ground level, even for short periods
- carrying out significant building works
- performing manual handling tasks which could exceed recommended safe lifting limits for one person
- potential for accusations of impropriety or other reputational damage if carried out alone (e.g. handling or transporting significant amounts of cash)
- meeting someone in whose presence you are uncomfortable for any reason
- the potential for non-trivial physical harm (e.g. cuts, burns, breaks, sprains)
- the potential for fire, explosion or other non-trivial property damage

The other person must be capable of (as appropriate to the circumstances):

- assisting in tasks which are unsafe one person but safe for two (e.g. supporting a ladder, assisting with lifting)
- following POR section 7/Purple Card emergency procedures
- acting as a reliable witness

The other person, if assisting in the activity, must not put themselves at risk of being unable to fulfil these responsibilities (i.e. by becoming injured themselves). If the other person leaves temporarily, the activity must pause until they return.

Note that activities in this category may also require risk assessments or other systems to ensure safe working.

Lone working with an InTouch system

Lone working on activities which carry a lesser risk is permitted but must use an InTouch system.
Circumstances may include:

- Minor building improvement works, including any use of power tools or heavy/sharp hand tools
- Working late at night or in isolated locations
- Where transport links are unreliable, weather is poor, or there is a risk of getting lost
- Meeting unfamiliar people
- Where the lone worker has a health condition or illness which might incapacitate them
- Where the lone worker would be uncomfortable for any reason without a backup system in place

An example, lightweight, InTouch system:

- Inform another person of your location, activity, contact details and expected completion time (may also include interim check-ins)
- Confirm safe completion to them by phone call or text message at the end of the activity (and make interim check-ins if agreed)
- If there is no contact by the expected time, the other person:
    - Attempts to make contact to confirm status, and if unable to do so:
    - Escalates following POR section 7/Purple Card emergency procedures, or other action as appropriate

Lower Risk Activities

Activities with no significant risk may be carried out alone and without an InTouch system, such as:

- Straightforward building maintenance tasks using small hand tools only
- Cleaning and tidying
- Administrative tasks