

Loan Working Policy



1. Introduction

Liberate is committed to ensuring the safety and well-being of all staff, volunteers, and those we support. This policy sets out the measures in place to protect individuals who may be required to work alone.

2. Scope

This policy applies to all employees, volunteers, and contractors who engage in lone working on behalf of Liberate. Lone working is defined as any work activity undertaken without direct supervision or immediate access to support from colleagues.

3. Principles

- The safety of staff, volunteers, and service users is our priority.
- Lone working should be minimised where possible.
- Risk assessments should be conducted for all lone working situations.

4. Meeting Service Users

- All meetings with service users should take place in a public space unless prior arrangements have been made.
- If a meeting occurs in a private building, at least one other adult or coworker must be present on the premises.
- Volunteers and staff must notify a designated contact of their meeting time, location, and expected duration.
- Any concerns or incidents must be reported immediately to the CEO or a trustee.

5. Communication & Safety Procedures

- Staff and volunteers must carry a mobile phone when working alone.
- A check-in system should be in place to confirm the worker's safety.
- If an individual feels unsafe, they should remove themselves from the situation and report the concern as soon as possible.

6. Risk Assessment & Training

- Risk assessments must be conducted for any regular lone working activity.
- Staff and volunteers should receive guidance on personal safety and dealing with difficult situations.

7. Reporting & Review

- All lone working incidents or near misses must be documented and reviewed to improve safety procedures.
- This policy will be reviewed every two years or as necessary to reflect changes in best practices or organisational needs.

8. Responsibilities

- It is the responsibility of all staff and volunteers to comply with this policy.
- Managers and trustees must ensure that lone working risks are assessed and mitigated appropriately.

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