



SECTION	Operations
POLICY	Lone Working
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VERSION	3
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1. Purpose

This policy aims to ensure the safety and well-being of Employees who work alone at the Club Doncaster Sports Village Stadium. It outlines guidelines and procedures to mitigate risks associated with lone working activities.

On a typical day, the stadium will be in operation from 07:00AM until 22:00PM with a duty manager on site during those hours. Normal office working hours are 08:30AM until 17:30PM. If the Employee finds themselves working alone outside of normal office hours, they should notify the duty manager.

2. Scope

This policy applies to all Employees who may be required to work alone in various areas of the Club Doncaster Sports Village Stadium, including, but not limited to, maintenance staff, security, and administrative personnel.

3. Responsibility

Management:

Management are responsible for implementing and enforcing this lone working policy. They must ensure that lone working activities are properly planned, supervised and reviewed.

Employees:

Employees have a responsibility to adhere to the guidelines outlined in this policy, report any safety concerns, and cooperate with management to ensure their safety while working alone.

4. Risk assessment

Prior to conducting lone working activities, a thorough risk assessment must be carried out to identify potential hazards and implement appropriate control measures. This assessment should consider factors such as time of day, location within the stadium, and nature of the work being performed.

5. Communication

- The on-site duty manager must be aware of an Employee's presence on site if it is out of normal office working hours. They can be notified either in person or through the duty manager's mobile number 07825 012 856.
- Lone workers must establish effective communication procedures with a designated supervisor or colleague before commencing work. This may include check-ins via phone, radio, or other communication devices.
- Employees must have access to a means of emergency communication at all times, such as mobile phone or panic button.

6. Training and awareness

All Employees required to work alone must receive adequate training on lone working and emergency protocols. This training should be provided during the induction process for a new starter and regularly refreshed.

7. Personal safety measures

- Lone workers should be equipped with personal protective equipment (PPE) appropriate for their tasks and environment.
- Employees must be aware of emergency exits, first aid stations, and evacuation procedures specific to their work area.

8. Incident reporting

Employees must promptly report any incidents, accidents or suspicious activities encountered while working alone to their supervisor or relevant authority. Detailed incident reports should be completed and submitted as per company protocols.

9. Review and evaluation

This lone working policy will be reviewed annually to ensure its effectiveness and relevance. Any incidents or near misses involving lone workers will be thoroughly investigated, and necessary adjustments to procedures will be made accordingly.

10. Compliance

Failure to comply with this lone working policy may result in disciplinary action in line with the club's code of conduct.

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