Jane Shipley

Founder and CEO | 07745585702

ELSA Next Generation C.I.C.

**Lone Worker Policy**

**ELSA Next Generation CIC (ELSA)**

**Policy Statement**

ELSA Next Generation CIC takes the health and safety of its employees and volunteers seriously. We have a legal duty to ensure the health, safety and welfare of our employees and volunteers while at work or carrying out volunteer activity. We realise that at any given time, staff or volunteers may be working or volunteering along, either in our office space or externally.

**Related Legislation**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999

**Context**

ELSA Next Generation CIC has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. At any given time, employees or volunteers may be alone, either in premises or when operating on our behalf externally.

We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary.

Employees and volunteers have the responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precautions can reduce the risks associated with working alone.

This policy is designed for employees and volunteers who either frequently or occasionally work or volunteer alone. It also refers to both high and low risk activities.

This policy is designed to alert employees and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees and volunteers a framework for managing potentially risky situations.

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision. For example:

* People working separately from others in a building
* People who work outside ‘normal’ hours
* People who work away from their fixed base without colleagues
* People who work at home other than in low risk, office-type work

*Policy updated 25th July 2025 Date to Review: 25th July 2026*

*Signed: Jane Shipley Founder and CEO of ELSA, Jane Shipley*

Company No: 12844533 ELSA Next Generation CIC

c/o Hicks and Co

First Floor Offices 99 Bancroft, Hitchin, Herts SG5 1NQ