

NEWPORT PAGNELL BOWLING CLUB

Lone Working Guidance

The safety of Newport Pagnell Bowling Club (NPBC) Members, guests and visitors is of paramount importance and is the responsibility of all Members.

It is recognised that Members may work alone in a number of different circumstances. The guidance in this document is intended to allow those lone workers to assess and control the risks to their own, and others', health and safety.

There is no general prohibition on lone working - although there is legislation that does not allow a person to work alone in certain circumstance e.g. when entering a confined space, when using a ladder that cannot be secured.

Where no specific legislation applies the general terms of the Health and Safety at Work Act 1974 apply. These require employers (in this case NPBC) to, as far as is reasonably practicable, protect the health, safety and welfare of employees (in this case Members who are acting as volunteer "employees").

In addition, the Management of Health and Safety at Work Regulations 1999 require employers to carry out assessments of the risks to the health and safety of employees.

Members may find themselves working in a variety of situations and the risk(s) involved in each varies greatly and will depend on a number of factors such as:

General

- Time of day or year.
- Use of equipment.
- History of previous incidents.
- Medical condition of Member(s).

Premises

- Type of premises, size.
- Function of premises.
- Lighting, exits and entrances.

In making an assessment, consideration should be given to whether lone working is necessary at all or whether the work should be carried out in another way.

Certain work is not suitable for lone working although the law does not prohibit it e.g. if there is a risk of serious injury where the Member may be unable to summon assistance for himself / herself.

By its very nature, lone working is not supervised. The extent of supervision required in a specific situation depends on the risks involved and the proficiency and experience of the Member.

To control potential risks, the Member making an assessment about lone working should consider the following:

- His/her understanding of the risks and knowledge of precautions to take.
- His/her training and experience.
- His/her knowledge of what he/she can and cannot do while working alone.
- His/her knowledge of what to do in new and unusual circumstances.
- His/her knowledge of when to stop and seek advice.
- The availability of first aid.
- His/her knowledge of the appropriate action to take in an emergency.
- Weather conditions.
- Time of day/year.

When carrying out a Lone Working task it is imperative that the member should always have their mobile phone on their person or close by so that in the event of an emergency/incident they can summon for help/assistance if the circumstances of the accident/incident allow.

It is also recommended that the member also notifies a relative, club/green team member that they are carrying out a lone working task and the expected duration so that checks can be made if the member is delayed/does not return/makes contact within the expected time frame.

Where control measures are in place, Members are required to abide by them and must clearly document any additional risks present.

If a Member considers the risks presented by a task require more than one person to ensure safe execution, the Member must ensure that additional trained/qualified personnel are present throughout the duration of the task.

Where risks are known, the number of Members assigned to a task should reflect the level of risk.

Members must be made aware of these guidelines and the need to support each other and, whenever possible, avoid lone working where higher levels of risk are present.

Issued by Newport Pagnell Bowling Club Committee, March 2026

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