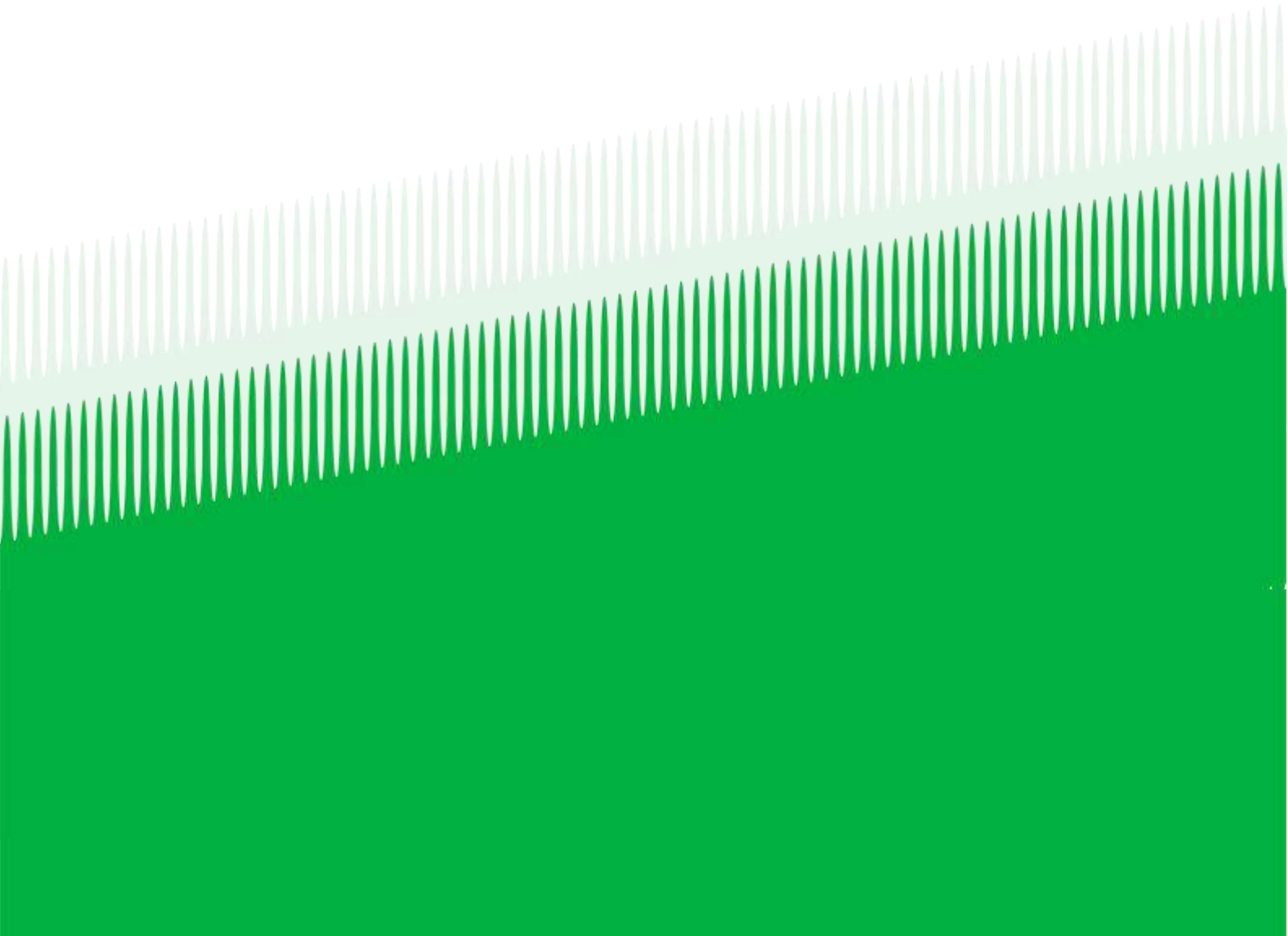


# ***Lone & Home Working Policy***



## ***1. Policy Statement***

Paddle Northern Ireland is committed to ensuring the safety, wellbeing and productivity of all staff, volunteers, and contractors who may work alone or from home during the course of their duties. These working arrangements are permitted only where risks are assessed and managed appropriately, and where adequate communication and support systems are in place.

## ***2. Scope***

This policy applies to:

- Staff and volunteers conducting Paddlesport activities, courses, site visits, outreach, safeguarding follow-ups, or equipment checks
- Contractors (this includes Standards Officers, National Trainers, Providers, Coaches & Leaders) operating independently on Paddle NI business
- Any individual working alone from home or in remote locations

## ***3. Definition of Lone Working***

***Lone Working:*** refers to any work activity carried out without direct supervision or immediate support from colleagues. This includes:

- Working alone at Paddle NI premises or club venues
- Water venues
- Travelling to or from meetings or events
- Conducting inspections or maintenance in isolated areas

***Home Working:*** any work conducted from a domestic setting, whether full-time, hybrid, or ad hoc

## ***4. Risk Assessments – Lone Working***

- All lone working tasks must be risk assessed.
- Risk assessments must consider location, task type, environmental hazards, and individual vulnerabilities
- Controls must be documented and reviewed periodically

## ***5. Control Measures – Lone Working***

***Pre-task Planning:*** Lone workers must notify a designated contact of their location, expected duration, and task.

**Check-in Protocols:** Staff must check in before and after lone working tasks using agreed communication channels (Telephone call or SMS).

**Emergency Procedures:** Lone workers must carry emergency contact details and know how to escalate incidents.

**Equipment:** Mobile phones, PPE, and where appropriate any required safety equipment (including VHF, PLB or EIPRB) must be available and functional.

**Boundaries:** Certain high-risk tasks (e.g. water-based inspections, safeguarding interventions) may require a second person.

## **6. Training & Induction**

- Lone working procedures should be covered during staff and volunteer induction.
- Refresher training to be provided annually or following any incident.
- Role-specific guidance is issued for safeguarding, site visits, and equipment handling.

## **7. Workstation Safety**

- Staff working from home must ensure a safe and ergonomic workstation.
- Paddle NI will provide guidance on desk setup, screen use, and posture.

## **8. Wellbeing & Contact**

- Regular check-ins with line managers are required to monitor wellbeing and workload
- Staff are encouraged to raise concerns about isolation, stress, or workload imbalance

## **9. Data Protection & Cyber Security**

- All home workers must comply with Paddle NI's Cyber Security Policy
- Use of secure platforms (e.g. JustGo, Microsoft 365, Monday.com) is mandatory
- Confidential documents must be stored and transmitted securely

## 10. Working Hours and Boundaries

- Clear expectations around working hours, availability, and response times must be agreed with line managers.
- Staff are encouraged to maintain boundaries between work and personal time.

## 11. Incident Reporting

- All incidents, near misses, or concerns must be reported using Paddle NI's incident form.
- Reports will be reviewed monthly by the Head of Operations and escalated as required.

## 12. Monitoring and Review

- This policy will be reviewed every two years or following any significant lone or home working incident.
- Feedback from staff and volunteers will be used to improve procedures and support systems.

VERSION	DATE	AUTHOR	DESCRIPTION OF CHANGE	STATUS	APPROVED BY
0.1	22/09/2025	LS	Initial Draft	Draft	N/A
0.2	08/10/2025	LS	Amends following FGP Committee see below: <b>2. Scope</b> – added to contractors <i>this includes Standards Officers, National Trainers, Providers, Coaches &amp; Leaders</i> <b>3. Lone Working</b> 'Water Venues' added <b>5. Control Measures</b> <b>Check in</b> now Telephone Call or SMS <b>Equipment</b> now - Mobile phones, PPE, and where appropriate any required safety equipment (including VHF, PLB or EIPRB) must be available and functional.	Draft	Finance & General Purposes Committee
1.0	14/10/2025	LS		FINAL	Board 13/10/25