

Sutton United Football Club



Lone Working Policy

Purpose

Sutton United Football Club is committed to ensuring the safety and wellbeing of all staff, volunteers and players who may work alone during club activities. This policy outlines procedures to minimise risks associated with lone working.

Scope

This policy applies to any member of staff, volunteer or contractor who works alone at club facilities, training grounds, matches or off-site events.

Responsibilities

Club Management:

- Assess risks for any lone working situations
- Implement measures to reduce risk and ensure safety
- Provide training and guidance for lone working procedures
- Ensure emergency procedures are clearly communicated

Staff and Volunteers:

- Follow all lone working procedures and risk assessments
 - Inform a supervisor or colleague of location, times, and expected duration of lone work
 - Carry a mobile phone or communication device
 - Avoid tasks that could be hazardous when alone
 - Report incidents, hazards or concerns immediately
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Emergency Procedures

- Staff must have access to emergency contacts and know the procedure if they feel unsafe
 - In the event of an accident, injury or emergency, contact emergency services immediately and notify the club as soon as possible
 - All incidents will be recorded and reviewed to prevent recurrence
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Risk Assessment

- All lone working situations will be assessed for potential hazards
 - Measures will be implemented to reduce risk, such as safe working hours, communication plans and regular check-ins
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Review

This policy will be reviewed annually or following any significant incident involving lone working.

Policy reviewed: March 2026

Signed: OSCAR J LUGG

Name: Oscar Lugg

Position: Soccer School & Academy Lead

Date: 23rd March 2026

