Lone Staff and Volunteers Policy of Northamptonshire Record Society
Charity Registration Number: 204957

1. Where a member of staff is likely to work on their own, the individual concerned is responsible for:

- assessing and mitigating potential risks
- if the staff member cannot readily mitigate the risk, advising their line manager of the situation and refrain from such activity until it has been reasonably mitigated
- advising their line manager of the timing and place of their lone activity on behalf of the Society

2. Where a volunteer for the Society is likely to operate on their own, the individual concerned is responsible for:

- assessing and mitigating potential risks
- if the volunteer cannot readily mitigate the risk, refrain from such activity until it has been reasonably mitigated
- advising another responsible member of the Society of the timing and place of their lone activity on behalf of the Society

Publicity

This policy will be published on the Society's web site
http://www.northamptonshirerecordsociety.org.uk/

Approved by the Council
Date: 01/10/2025
Revised on: