



### **DG Unlimited – Lone Working Policy (2025)**

This policy outlines DG Unlimited's approach to ensuring the safety of staff, freelancers, and volunteers who are required to work alone either on site, off site, or while travelling for business purposes.

Key principles include risk minimisation, emergency preparedness, regular contact protocols, and training for lone workers. Staff are empowered to avoid unsafe situations and report concerns promptly.

This policy applies to all DG Unlimited personnel and includes practical safety checks, recording systems, and guidance on how to respond to incidents during lone working.

If you are going to be working on your own in a venue or public place for DG Unlimited, or working at unsociable hours, or travelling on your own, please make sure you contact the Finance Officer in the first instance to ensure we have your contact details, times of lone working, and check in arrangements are made so that we can ensure you are safe and well.