



LONE WORKING POLICY

Author:	A. Mawby	Date: 6 December 2013
Title:	Lone Working Policy; Version 0.1	Review: Dec 14

Registered Office: Off Pyle Inn Way, Pyle, Bridgend, Mid Glamorgan CF33 6AB
Tel: 01656 745399 or Tel/Fax: 01656 749219
Charity Company No: 1123339 Company No: 6247822
Email: kpcyouth@hotmail.com

LONE WORKING POLICY

1 What is Lone Working?

For the purpose of this policy – lone working means any work situations where a member of staff or a volunteer is on their own with a young person aged 8 – 25 years. Members of staff and volunteers should *whenever possible* seek to avoid lone working situations – however there are some circumstances where lone working may be required.

2 Situations Involving Lone Working:

- In the building or grounds
- Escorting/transporting young people to/from activities
- In detached or outreach situations
- In residential settings, eg: weekends away
- In a public place
- Young people on work placements at KPC
- Emergency Situations
- One to One's

3 Can People Legally Work Alone?

There is no simple answer to apply to all circumstances of lone working. There is no general prohibition on working alone, but sometimes the law stipulates that at least 2 people must be involved in the work, and the general requirements of the H & S Act 1974 still apply. This requires identification of the hazards of work, assessing the risks involved, and devising and implementing safe working arrangements to ensure that the risks are either eliminated or adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one person, alternative arrangements providing help or back-up have to be devised. It is a management decision and should not be left to individuals to decide whether they require assistance.

4	<p>Risk Assessment:</p> <p>The primary risk to members of staff or volunteers when lone working is in relation to allegations of sexual or physical abuse of a young person. Therefore generic risk assessments must be undertaken for all activities/situations where lone working can occur. Risk assessment is the first step towards staying safe. The aim is to ensure that risks are managed to ensure positive outcomes with a minimum possibility of harm.</p>	
5	<p>Check List To be Taken into Consideration:</p> <ul style="list-style-type: none"> • Can Lone working be avoided? • Lone working must not take place without authorisation from the Senior Youth Worker on Duty • Does the workplace and/or task present a special risk to the solitary worker? • What are the limits of the lone worker's duties? Under what circumstances should the lone worker stop work and seek advice from a supervisor? • Use common sense • Work as a team, and ensure you know who is working, what they are doing and how to support each other • The member of staff involved in lone working must report to at the beginning and end of the lone working situation – if the member of staff does not report back, then that person must first attempt to make contact, and if they are unable to do so, contact the Senior Youth Worker for further guidance • Record in the Risk Assessment File anything which you may create unsafe environments for young people or put you at risk in the future • Mobile phones can be helpful in all lone working situations • All staff/volunteers undertaking lone working with young people must have undergone Safeguarding Training 	
6	<p>Lone Working in KPC Youth Centre:</p> <p>A member of staff, who is on their own in the buiding, must lock the doors if they are on their own. This applies to all members of staff, whether or not they have responsibilities to undertake work with young people. They should not open the door to anyone whom they believe may be a threat to their safety. If such a situation arises, they should contact the police directly.</p> <p>If a young person come to the centre in distress, rather than routinely dropping into the Centre, there <i>may</i> be a need to allow entry to the building. Care needs to be taken as this situation may lead to unforeseen difficulties. Where possible go outside of the Centre and discuss issues with the young person.</p>	

7	<p>Off Site Activities:</p> <p>A specific risk assessment must be undertaken for all off-site activities and trips. Any member of staff who is involved in lone working off-site, including Outreach work, must carry a charged mobile phone, first aid kit and a personal attack alarm (contained in the Outreach Bag). They must always ensure a senior member of staff at the Centre knows when they are leaving, their planned routes for the Outreach, and they must always check back in with that person.</p> <p>If a member of staff is proposing to transport young people in their own vehicle, they must have Business Insurance Cover. Consent forms must be signed by the young person's parent/guardian before off-site trips are undertaken. It is recommended that young people sit in the back of the vehicle, and that a female/male worker is not left solely with a member of the opposite sex in the vehicle. Again those undertaking these trips must keep senior staff aware of time of their departure, and return to the Centre.</p> <p>Risk assessments must be undertaken and agreed control measures taking into account the level of training of the member of staff/volunteer, their experience in the work, their relationship with the young person etc., whether the young person could have undertaken drugs/alcohol etc.</p> <p>Lone working is not required within our Outreach work – there will always be two members of staff or a member of staff and volunteer going out at any time. However, there may be situations where a member of staff needs to contact a young person, or group in the absence of another work colleagues, eg: to pass on a message that a sports event has been cancelled. This should be an occasional and short means of contact.</p> <p>Lone working in Residential Settings – staff should take in to account all potential lone working situations when undertaking the risk assessment for this activity. Procedures should be agreed in advance amongst the staff team involved. If the situation arises where unanticipated lone working takes place, staff should keep colleagues informed of their potential involvement in a lone working situation. They should let the Senior Worker know their whereabouts and report back to them at the end of their contact. As always taking a mobile phone in this type of situation.</p>	
8	<p>Lone Working in Emergency Situations:</p> <p>Emergency lone working situations may involve taking a young person to hospital, or transporting or escorting a young person home when they are stranded, or being left along with young people/a young person when another colleague is responding to an emergency situation.</p> <p>Alternatives to lone working should be explored eg: calling the Emergency</p>	

Services. However, if the member of staff assesses that they may need to respond to an emergency situation by lone working, they should be aware of any generic risk assessments and locally agreed procedures, based on the following:

- Staff and volunteers must take responsibility for their own safety. If they feel they may be putting their own safety at risk by lone working, they should withdraw from the situation and seek assistance from the Senior Youth Worker.
-
- Where lone working by one staff member could place a colleague in an unsafe situation, they should remain with their colleague. It may be necessary to end an activity or session to respond effectively in such circumstances. Eg: A young person needs to go to hospital, potentially leaving a colleague alone with a group of young people.
- Before leaving the member of staff must get authorisation from the Senior Youth Worker on duty to proceed with lone working in an emergency situation. They must report back to a designated contact at the Centre, and if they fail to do this, the contact must inform the Senior Youth Worker, who will decide on a further course of action.
- If responding to an emergency requires the member of staff to drive young people in their own vehicle, they must have Business Insurance Cover. They must also try to contact the young person's parent/guardian to get verbal consent. All details are to be logged in the Incident Book.

9 Some Potential Risks Associated with **Lone Working** at KPC:

Situation:	Issues to be taken into account in the Risk Assessment:	Control Measures:
All situations	Risk of allegation of abuse Risk of physical assault on staff The range of locations Time of Day Experience of Staff Training Levels of Staff Nature of the Activity Possibility of substance misuse by young person Relationship with the young person	Gain authorisation from the Senior Youth Worker Log in/out Drug/Alcohol Awareness Training Mobile Phones fully charged
Transporting Young People	Breakdown of your vehicle Young people jumping out of the vehicle	Business Insurance Cover in place Seatbelts provided and worn

			<p>Young people to sit in back of the vehicle Planned route Other workers to be aware of your planned absence times</p>	
	<p>Lone working in the Centre</p>	<p>May be a response to an unplanned situation, eg: First Aid, offering 1-2-1 support, although others are in the building</p>	<p>Let others know before you get in the lone working situation/and when you have finished Keep doors ajar so that others are able to oversee the situation If it is not necessary to go into a confined area, eg: First Aid treatment, stay in a public area Where possible take another member of staff or volunteer into the room with you</p>	