

Bradford The Bradford Bulls Foundation Lone Working Policy

Date Created; 03 April 2018

Date Approved

Date to Revise

Statement of Intent

The Company does not encourage lone working; however, it does recognise that on occasion it may be necessary for one member of staff to be alone in the office and that funding may only allow for one member of staff to deliver a project. This will only be during a project working with non-vulnerable adults in a public place or young people in a school or similar environment where other responsible adults are in the vicinity and doors kept open.

Volunteers will not normally be expected to work alone and so should be outside the scope of this policy.

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise risk. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations. It should be read in conjunction with the Health and Safety and Safeguarding Children and Vulnerable Adults policies.

It outlines a commitment to supporting staff and managers both in establishing and maintaining safe working practices; recognising and reducing risk; a commitment to the provision of appropriate support and training for staff; a priority placed on the safety of the individual over property and a clear understanding of responsibilities.

Definition

Within this policy 'lone working' refers to situations where staff during their duties work alone or are physically isolated from colleagues and without access to immediate assistance.

Security of Buildings

At times of lone working within the office or other premises vigilance is required always:

- All appropriate steps are taken to control access to the building and emergency exits are accessible.
- The staff member should carry their mobile phone with them always if working alone and have access to a first aid kit.
- If there is any indication that the building has been broken into, they call for assistance before entering.
- They are familiar with exits and alarms and alarm systems are tested regularly.
- In the event of an accident or incident occurring it should be reported immediately as laid down in the procedures.
- When making a booking at a venue there will be somebody else present in the building or someone available to be contacted in the event of an emergency.
- Whenever possible that they park in a well-lit and busy area.

Personal Safety

- Staff should avoid working alone if not necessary and where possible the final two people should leave together, when reception is closed.
- Staff must have access to a mobile phone and first aid kit. Do not assume that having a mobile phone and a back-up plan is a sufficient safeguard. The priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
- Before working alone, an assessment of the risks must be made in conjunction with the Line Manager.

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- Where required, staff must ensure that they sign in and out of building registers.
- Staff must inform their Line Manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a staff member expects to go home following an external commitment rather than returning to their base.
- If a member of staff does not report in as expected, the Line Manager will ring the staff member initially to check on the situation and then respond as appropriate using emergency contact information if necessary.

Action to be taken if you are threatened verbally or physically

- If you are in a position to do so, get out as quickly as possible
- If you are not near an escape route, withdraw to a room, barricade yourself in smash a window, scream FIRE (it's proven to be more successful than HELP!)
- Do not feel embarrassed about causing a scene, do all you can to attract attention
- Call 999 on your mobile phone and remember to tell them the address
- If possible, dial 999 again, on a land line as the call will be traced automatically

Young People and Vulnerable Adults

The safety of both young people and workers is paramount and Bradford Bulls Foundation is committed to minimising the risk of lone working for its workers.

It is unacceptable for a member of staff to be alone with a single child or vulnerable adult. Should this happen please follow the Child Safeguarding procedures.

No worker will be expected to undertake lone working with a group of young people unless it is in a location, likely to be a school or college, where other responsible adults are on hand to assist and the doors are kept open always.

Clear records should be kept of all lone working being undertaken within the organisation.

Any incidents are reported immediately and recorded in writing with 3 working days.

Assessment of Risk

All lone working arrangements are subject to a risk assessment in conjunction with the Line Manager.

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

- The environment – location, security, access
- The context- nature of task, any special circumstances
- The individuals concerned – indicators or potential or actual risk
- Safeguarding and protecting staff from unreasonable risk
- History – any previous incidents in similar situations
- Any other special circumstances

All available information should be considered and checked or updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

A worker can undertake a dynamic risk assessment on the spot should they be faced with a change or circumstance or unexpected event.

Planning

- Staff safety should be considered choosing locations for projects and events.
- Staff should be fully briefed in relation to risk as well as the task itself.

- Communication, checking in and fall-back arrangements must be in place. Staff should ensure someone is always aware of the movements and expected return time.
- The Line Manager is responsible for agreeing and facilitating these arrangements, which should be tailored to the conditions affecting the staff member.

Monitoring and Review

Any member of staff with a concern regarding lone working issues should ensure that it is discussed with their Line Manager as soon as possible.