

LAMBOURNE END LTD PROCEDURE

HEALTH & SAFETY LONE WORKING PROCEDURE

APPENDIX G

This procedure is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks.

This procedure applies to all staff and volunteers who may find themselves working alone on or off-site, while undertaking duties for Lambourne End Centre.

Staff and volunteer responsibilities:

- Avoid working alone where possible.
- When working by yourself without close or direct supervision, or when visiting other premises, ensure you make a colleague aware of where you are going and when you intend to be back.
- Always ensure you are carrying a centre radio and a fully charged mobile phone.
- Familiarise yourself with the centre's emergency exits and break glass Fire Alarm Points, along with the location of first aid supplies. (Appendix D)
- If Personal Protective Equipment is available and appropriate for the duties you have been asked to carry out, please use it.
- Do not put yourself at risk.

Lambourne End responsibilities:

- Lambourne End will check that all hazards have been risk assessed and adequate control measures are in place for controlling the work safely.
- Ensure that persons working alone have received adequate training for their personal safety.
- Check that accidents, dangerous occurrences and near misses in respect of those working alone are properly reported, recorded, investigated and monitored and action taken to remedy any trends identified.
- Ensure that appropriate Personal Protective Equipment is available.

SAFEGUARDING LONE WORKING PROCEDURE

APPENDIX D

This procedure is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks.

This procedure applies to all staff and volunteers who may find themselves working alone with a group or in a one-to-one setting, while undertaking duties for Lambourne End Centre.

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- Staff and volunteers should avoid working alone where possible.
- Staff and volunteers should always ensure they are carrying a centre radio and a fully charged mobile phone with them.
- There should always be at least two adults with a group, particularly when it is the only activity taking place on-site.
- Never take a group off-site with fewer than two adults.
- Where appropriate ensure that consent forms and medical details are collected for outings and off-site activities.
- If staff and volunteers are working alone with a child, young person or vulnerable adult, they should ensure that a colleague is made aware of where they are working and how long the session is likely to last.
- If conducting a one-to-one meeting, staff and volunteers should aim to have the meeting take place in either:
A communal area at work
An office with other people present
- Staff and volunteers should sit nearest the door when working alone with a child, young person or vulnerable adult.
- Staff and volunteers should never work with a child, young person or vulnerable adult at their home or the child, young person or vulnerable adult's home.
- Staff and volunteers should, where possible, arrange to have more than one passenger when transporting children, young people or vulnerable adults.
- Please report any safeguarding incident immediately to the Safeguarding Officer, using the centre's Incident Report Form.

The above guidelines are primarily for the protection of children, young people and vulnerable adults in our care. The following sensible precautions should be adhered to as they will help to protect workers (staff, volunteers and trustees) from provocative behaviours or allegations of abuse.