

## **LONE WORKING POLICY**

### **Policy Statement**

The Guernsey Sports Commission recognises that during the course of their work, it may be essential for employees to work alone. This may occur as a regular part of an employee's working practice or may occur on an occasional basis. In either situation it will arise from the understanding that this is the most appropriate and effective way of working with a particular young person.

The safety and well-being of both young people and workers is paramount and the Guernsey Sports Commission is committed to minimising the risk of lone working for its employees.

### **Policy**

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers i.e. a member of staff working alone, either on site or undertaking duties within the community, in order to reduce the risks of lone working as far as is reasonably practicable.

- Management will ensure that systems are adopted, and resources made available to support these systems, which will provide for worker safety.
- Training will be provided for all relevant staff members regarding the systems and procedures that have been adopted with regards to lone working.
- All lone workers will be fully trained in the systems and procedures employed to ensure their safety, as well as training in the practical safety issues related to the content of their work. The training should include generic lone working training, induction into the specific role and provision made for ongoing training and supervision.
- Only experienced workers that have completed the relevant training should undertake lone working.

### **Systems and Procedures**

- Prior to any worker undertaking lone working with a young person, any potential hazards in that particular situation should be identified and recorded, and a risk assessment completed.

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- All relevant information about the young person, including information from referral agencies should be obtained and made available to the worker.
- All initial visits should be undertaken with a parent/carer, the referral maker, or other suitable adult in attendance.
- Clear records should be kept of all lone working being undertaken within the Guernsey Sports Commission. Workers should give a name, address and concise relevant information relating to the circumstances of a lone working visit. Time of starting and finishing the visit should be recorded. The worker should have a contact colleague to log off after each completed visit.
- A line manager and/or colleague should be given all details of meetings (who they are meeting, when and where etc) prior to them taking place.
- There should be another member of staff available (on call) if any problems come up.
- If a worker fails to phone to base at the end of the visit, an agreed time extension should be adhered to, an emergency password agreed to prior, and ultimately a call to police where all other forms of contact have failed.
- A record should be kept of any instances that constitute a threat or risk to the worker's safety and any instances of actual harm.
- All individual work with young people is to be recorded.

### **Lone Workers Initial Check**

- Background information on family/young person they are to work alongside
- All first time visits to be done with two workers.
- Worker should have knowledge of the working area and associated risks within that area – criminal activity etc.

### **Period of Lone Working**

Before leaving, the lone worker should always inform a nominated member of staff of:

- Where they will be going and any risk factors
- Approximately how long the visit will last
- What time they are expected to return

Procedures need to be in place in the event of no contact from the worker, eg:

- Call worker's mobile phone
- Call home/mobile of home/person visited
- Call worker's contact
- Call senior management
- Call police

### **Lone Workers Check before visit**

- Do a risk assessment, identifying any potential risks

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- Check that mobile phones, personal alarms, torches etc are fully charged and in good working order.
- Always ensure you have a reliable contact and prearranged password in case of an emergency.
- Always carry an ID card with photo
- Always keep calendar up-to-date, one for personal use and one for office/colleagues.
- First Aid Kit to be kept in car.
- Wear appropriate clothing, flat shoes etc.