

Lone Working Policy

1. Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer and Community group to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his Volunteers” and “It shall be the duty of every volunteer while representing the group to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions ; and as regards any duty or requirement imposed by the group or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Community groups and volunteers therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of volunteers when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is: “Those who work by themselves without close or direct supervision”.

Persons at Risk

Whilst volunteering for the Covid 19 response team, people at risk may include anyone who visits any building (external only) unless multi occupancy, person or venue alone during fulfilment of their role.

Hazards

These may include, for example;

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.
- A potential threat to those collecting and delivering medication
- The use of machinery, electrical or other equipment or chemicals. Only household items to be purchased and delivered, no fuel or similar items.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders or assailants.
- Working at heights, using ladders and lifting. Not to be undertaken without discussion.
- Competency, ability and medical condition of the individual.
- Working in the context of response to Covid 19 and the expectations of hand hygiene and PPE use to protect both the volunteers and those in receipt of support.

This is not an exhaustive list, individuals are expected to discuss any potential lone working with their immediate lead so the risk can be assessed and any necessary control measures applied.

2. Control Measures

All volunteers will:

- Not undertake work for which they are not trained/qualified or confident in, this includes first aid.
- Take reasonable care of their own health and safety, for example, the wearing of PPE wherever appropriate and social distancing expectations
- Regular hand washing with soap, water or a 60% alcohol or above hand gel
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and carrying any hazardous substances, these include such items as household bleach.
- Never cut corners or rush
- Not lifting heavy weights inappropriate to size and fitness levels
- Stop for regular breaks and, if possible, change activity. This is particularly important if wearing PPE.
- Tell their team leader about any relevant medical conditions which may impact on their own safety.
- Report any hazards or accidents encountered.
- Report any concerns to JL, CB or TB
- Adhere to the safeguarding policy as shared to all volunteers, to be signed and dated.
- Report any safeguarding issues to the safeguarding lead Caroline Beardsmore or Trevor Bannister, Janet Lymer who will act as referral points to appropriate agencies.

Covid 19 response team will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings. Risk assessments are in place via TB
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks of transmission of Covid 19.
- Consider alternative work methods where possible to reduce exposure to the hazard.
- Provide access to Calderdale Volunteers Safeguarding Training updates.

Where possible outside of normal working hours, volunteers should arrange to be in touch with team members. It is also advisable that volunteers inform someone at home that they are working out of normal hours and expected return times.

3. Emergency Services Information

Dial 999 and be ready to give the following information:

- Your name.
- Telephone number: <insert the best number to use in your circumstances>.
- Address: <insert your address and postcode>.
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

This policy should be read in conjunction with the Safeguarding of Adults and Children Policy.

April 2020