



Angling4 Education Lone working policy

Introduction

Why we need a policy

We need a policy to provide us with a written confirmation that we care about the safety and welfare of our staff and our clients. It provides everyone with a clear understanding of how we will achieve it, so that we are all confident and comfortable in whatever situation we find ourselves in and we all know what to do.

Definition

Lone working can be described as any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague. Lone working can take place when people are:

- Working alone with a young person/child in a building, outdoors in remote locations, in buildings but without another Angling4Education staff member and any other location required for the delivery of a session for Angling4Education.
- Working in a remote location, including outdoors.
- Working alone away from base e.g. home visiting often involves contact with the public.
- Travelling alone as part of their work e.g. travelling to meetings or travelling to the home of a client.

Many lone workers will come into more than one of these categories and each of these categories may present a different individual or combination of hazards. Staff who work alone face the same hazards in their daily work as other workers. However, for lone workers, the risk of harm is often greater. The main hazards facing lone workers are violence and aggression and lack of access to assistance in an emergency.

Roles and responsibilities

It is the responsibility of the director of Angling4Education to ensure all members of staff employed by Angling4Education, who lone work, receive the policy and make any arrangements and resources to implement this policy.

They are also responsible that any learning from any incident is shared with the team. The following points are the offer from Angling4 Education to ensure staff are prepared and know what to do in the case of an emergency:

- Where possible and appropriate a risk assessment is conducted to include any risks of lone working – Any risks that are identified from lone working will be discussed and control measures introduced to appropriately protect staff by removing, minimising or mitigating the risks before a session - Where needed children and young people with higher risk may need an individual 'high risk' risk assessment.
- Workers are provided with any information known by Angling4Education which may have an impact on lone working - If the information suggests a higher risk for lone working a plan will be put in place which may include but not restricted to: A behaviour management plan, A high risk risk assessment and where needed a 2-1 ratio of staff to YP.
- Workers are supplied with a mobile phone and an emergency contact for the lone working sessions.
- In case of an emergency staff are to use the guidance on the lone working risk assessment and to contact the emergency contact or emergency services immediately.
- Regular reviews in supervision are undertaken of associated risks from lone working and staff are expected to report any worries or problems that have occurred in a timely manner and before any following sessions - this enables Angling4Education to offer the best possible support

Staff who lone work must ensure that they:

Do all they can to implement and follow the advice and guidance in this policy, to do all they can to ensure their own safety and that of their colleagues

- It is the responsibility of staff to either carry out or read an up-to-date risk assessment of a client before lone working and to update any existing risk assessments if any other information becomes relevant immediately.
- It is the responsibility of staff to carry a charged mobile phone on all lone working sessions with relevant contact details of the emergency contacts.
- It is the responsibility of staff to carry a notebook with emergency contact details for themselves, their client and Angling4Education emergency contacts to enable others to access in the case of an emergency.
- It is the responsibility of staff to report any incident to their manager as soon as they are able.

- It is the responsibility of staff to contact their manager as soon as possible in a difficult situation for example where you may feel worried, scared or at risk to enable advice and support to be given and where necessary the appropriate help can be accessed.

Important things to consider are that:

- a. The lone worker has full knowledge of the hazards and risks to which he or she may be exposed and that they feel capable of carrying out the task/activity in this situation;
- b. The lone worker is aware of the procedures to follow in the event that something untoward happens, is aware of their own personal limitations and does not exceed them;
- c. An appropriate manager is aware of the whereabouts of all lone workers who are working with children and YP who have a 'higher risk' assessment under their supervision and what activities they are involved in; e.g. As part of the 'higher risk' assessment there may be limited places in which are safe to take;
- d. Procedures are in place to allow lone workers to report back following completion of their tasks/activities.

Personal Safety Checklist Out and About:

- Do you/your Team undertake a routine check on people you are to meet - particularly if you are meeting them on your own?
- Have you made sure you can be contacted? e.g. When working with a 'higher risk' YP make sure the venues being used have good mobile signal.
- Do you know exactly where you are going and how to get there?
- If you are returning home after dark, have you considered the possible risks (e.g. where you parked the car, the availability of public transport, etc.)?
- Are you likely to be carrying cash or valuable items?
- Are valuables the kind that can be easily stolen, can they be easily seen or are they easily accessible to a thief (e.g. Laptop or personal computer, mobile phone, tools, briefcase or handbag)?

It is the responsibility of Angling4Education managers to ensure staff are supported and updated with any changes to this policy.

It is the responsibility of all staff to not put themselves or clients in unnecessary danger or expose themselves or clients to unnecessary risk – If an activity or venue does not look or feel safe do not continue and ask for advice.

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Reviewed yearly

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