

LOSTWITHIEL COMMUNITY CENTRE

LONE WORKING POLICY.

November 2022

Lostwithiel Community Association recognises that staff at the Community Centre will, at certain times be working alone or in separate parts of the building. This isolation increases their vulnerability from accidents or unauthorised access. This policy aims to increase awareness of safety issues relating to lone working and protect employees or volunteer staff from any risks to their health and safety.

Policy Statement

The LCA seeks to minimise any risk of lone working to sensible and acceptable levels, however, it is also the responsibility of the individual worker to make a reasonable assessment of any risk associated with working alone and to discuss those risks and the appropriate control measures with the centre manager. The centre manager is responsible for ensuring that employed or volunteer staff have the awareness and competency to assess risk and to follow safe working practices before being allowed to work alone or without direct supervision. The centre manager has responsibility for the appropriate level of supervision of all staff to ensure safe working is embedded in actual practice and that it effectively controls risks. In particular:

- **Is the person fit and capable to work alone?**
- **Is the person able to effectively assess risk associated with lone working?**
- **Are there adequate channels of communication in an emergency?**
- **Does the task being performed present any specific risk to the lone worker?**

Identified risks to Lone Working

- Unauthorised access to the building which could lead to confrontation and compromise the safety of the worker or the centre.
- A medical emergency, leaving the worker unsupported and unable to summon assistance.
- The worker carrying out a task with which they are unfamiliar, untrained to do or which presents particular risks eg working at height, work involving electrical equipment.

Policy Guidance

The centre manager must ensure that all roles within the centre are able to be carried out in a safe and secure manner. Where any concerns exist regarding staff working on their own then arrangements should be made for them to be supported.

[staff should also be encouraged to carry out their own Personal Risk Assessment before undertaking any activity involving working unaccompanied and be confident in reporting concerns or incidents which have the potential to place themselves or others at risk]

When working alone within the centre the following guidance should be followed:

[Your personal safety and security is paramount and you should take no action which might compromise this]

- A fully charged mobile phone should be carried at all times with the appropriate contact numbers
- All access points to the centre not required by centre users should be secured
- Someone should have knowledge of the lone worker's whereabouts and when they are expected home
- There should be no working at height, or with equipment a member of staff is unfamiliar with or untrained to use
- A familiarity with procedures for dealing with a fire or other emergency
- Any request made for information regarding a member of staff or trustee of the centre should be referred to the Centre Manager. Any data relating to centre staff or users must be secure.