

LONE WORKING GUIDE

This document is designed to alert paid staff and volunteers to the risks presented by lone working, to identify the responsibilities the organisation and practitioner has in this situation, and to describe procedures that will reduce such risks. This document provides paid staff and volunteers within a framework for managing situations that could carry potential risks.

Definition

Within this document, 'lone working' refers to situations when paid staff and volunteers are working alone in the community, at a partner organisation workplace or in a home environment and without immediate access to colleagues, should they require assistance.

Paid staff and volunteers should take responsibility to be fully aware of the context of the project, audience, location (including transport and parking) and any other factors that will affect delivery. As part of the project development a Risk Assessment will be carried out for the activity. All practitioners should ensure that they have read the project Risk Assessment, apply and amend as necessary during project delivery.

Personal Safety

- It is important that staff take reasonable precautions as they would in any other circumstances. A back-up plan should be considered
- Plymouth Dance will take a contact number for each member of staff and their key contact to ensure good communication. You should make sure your key contact (friend or family member) has details of contacts at Plymouth Dance
- Make sure you have informed your key contact (e.g. friend/family member/appointed PD staff) of where you are, your estimated time of return and confirm they are aware of who to contact at Plymouth Dance should you not return
- Do not assume that having a mobile phone is sufficient
- If a member of staff does not arrive at a meeting, workshop or booking as expected, an agreed plan should be put into operation, initially checking the situation and then responding as appropriate.
- Staff are required to inform Plymouth Dance of their whereabouts (when working for PD) through the use of a shared Google calendar
- Members of staff should be aware of the situation they are entering before hand
- Should they feel unsafe they should extract themselves from the situation and inform Plymouth Dance immediately.

Reasonable Precautions

Here are some reasonable precautions that should be considered before heading off to an activity:

- Checking directions for the destination
- Ensuring your car, if used, is road-worthy and has breakdown cover
- When walking or parking, avoid where possible poorly lit and deserted areas
- Take care when entering or leaving empty buildings, especially at night.
- When entering an unfamiliar building, be aware of the surroundings and nearest exits
- Ensure that items such as music equipment, laptops and/or mobile phones are carried discreetly.

Things to consider

- Be aware of yourself
- What messages are you giving through your body language?
- Think about your tone of voice and choice of words or signs if faced with a conflicting situation.
- Be aware of your own triggers - the things that make you angry or upset.

Be aware of other people

- Take note of any non-verbal signals
- Be aware of any triggers
- Don't crowd people - allow them space
- Make a realistic estimate of the time you are able to stay at the activity for
- Be aware of the context of your meeting / activity - are they already angry or upset before you meet, and for what reason?

Working remotely

Here are some reasonable precautions that should be considered when working in isolation from colleagues/office such as working from in a home environment, including the duration of COVID-19 pandemic:

- Schedule check-ins with Line Manager and colleagues
- Be aware of appropriate working hours and maintaining a healthy work-life balance
- All data should be password protected and security should be maintained to a high level, i.e. Keeping phones and laptops locked with passwords, regularly updating passwords, paper files to be kept in locked filing cabinets at all times.

All Plymouth Dance policies are to be read annually by all Plymouth Dance Directors, staff and volunteers, as well as whenever a policy is updated.

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