

Lone Volunteer/Worker Policy

The Lavingtons Warm Spaces – The Old School - MLPC

Market Lavington Parish Council and The Lavingtons Warm Spaces Initiative at The Old School takes the health and safety of its volunteers seriously. We have duty to ensure the health, welfare, and safety of the volunteers while on our premises. We are responsible for assessing the risk to lone workers and taking steps to avoid or control risks where necessary. Volunteers have a responsibility to take care of themselves and others in lone working situations.

This policy is to alert volunteers to the risks presented by lone volunteering at The Old School, to identify responsibilities each person has and describe procedures to minimise risks.

Potential hazards of working alone:

- Accidents or sudden illness may occur when there is no one to call for help or administer first aid,
- Fire
- Violence or threat of violence
- Attempting tasks that cannot be safely done by one person alone.

Measures to reduce the risk of lone working:

Conduct a risk assessment of the following issues:

- The environment - location, security, access
- The context – nature of the task, any special circumstances
- The individuals concerned – indicators of potential or actual risk
- History – any previous incidents in similar situations
- Any other special circumstances

Risk assessments should be updated as necessary but at least annually. Where there is any reasonable doubt about the safety of a lone volunteer in any given situation, consideration should be given to having a second volunteer or making other arrangements to complete the task.

If any volunteer feels unsafe, they must remove themselves from the situation immediately and report the incident to clerk@marketlavingtonparishcouncil.gov.uk and the volunteer lead.

In any situation where an incident arises, this must be reported to an initiative lead and the clerk@marketlavingtonparishcouncil.gov.uk as soon as possible.

An incident is any situation that compromises the health and safety of a volunteer, including accident, fire, violence or threat of violence or anything that the volunteer is uneasy about,

Supervision

Volunteers must be made aware of the risks associated with their work and the relevant safety precautions. This will be done, where appropriate, during induction. They may be initially accompanied in their volunteer role.

Volunteers must have a fully charged mobile phone available at all times and numbers in their phone of lead volunteer and Parish Clerk in the event of an emergency. Along with communication access with other volunteer members. Training of how to respond in an emergency should be given during induction and updated annually.

We ensure that measures are in place to reduce risk and that expectations have been communicated to volunteers operating alone.

All volunteers are responsible for following safe systems at The Old School and should take simple steps to reduce the risks associated with carrying out their normal duties as lone workers.

Date of approval

Date of review