



# *Friends of Eastfield Park*

## **Lone Worker Policy**

**This policy covers FoEP volunteers working in Eastfield Park, or elsewhere, alone or in small informal unsupervised groups.**

### **1. Introduction**

The *Friends of Eastfield Park* (FoEP) will never **require** its members or volunteers to carry out activities alone or unsupervised in Eastfield Park, Northampton, or elsewhere. However, it recognises that some members or volunteers **may wish to** work by themselves, in the Park or elsewhere, carrying out activities approved by the FoEP. Furthermore, some FoEP members may carry out their own **personal activities** within the Park as members of the general public enjoying the Park as a public open space.

The FoEP recognises the **need to assess and advise** the level of risks for members and volunteers working in the Park on approved FoEP activities whether alone or with others. However, members and volunteers also have the **responsibility to take reasonable care of themselves and other people** who may be affected by their work. The FoEP has no obligation to assess the risks for members carrying out their own personal and private activities within the Park but may offer general advice to all Park users regarding the hazards that may be encountered within the Park.

### **2. Scope of the policy**

The FoEP notes that **ownership and responsibility** for Eastfield Park rests with Northampton Borough Council (NBC) and that all activities approved by the FoEP must be within the compass of activities and procedures agreed with NBC and the Eastfield Park Management Committee (EPMC).

This policy applies to **all situations** where FoEP members or volunteers carry out activities on behalf of the FoEP alone or unsupervised in any location (inside or outside Eastfield Park). It includes situations where one person is working alone at a location in the Park even if other members are elsewhere in the Park.

The policy **does not apply** to FoEP members or members of the general public carrying out their own **personal and private activities** within the Park. It is important therefore that members distinguish between activities carried out on behalf of, and approved by, the FoEP and those carried out in a purely personal and private capacity. Members carrying out activities on behalf of the FoEP should generally wear hi-vis vests or other clothing displaying the FoEP name and carry personal identification. They should ensure that their actions are consistent with all FoEP aims and policies.

### **3. Aims of the Policy**

The aims of the policy are:

- to increase awareness of safety issues relating to working alone or unsupervised;
- to ensure that the risks of working alone are assessed in a systematic and ongoing way;
- to ensure that all risks are reduced so far as is reasonably practicable.

### **4. Responsibilities**

The FoEP is responsible for:

- ensuring that arrangements are in place for identifying, assessing and managing risks associated with approved activities whether carried out by individuals or groups of individuals;
- identifying situations where people are permitted or not permitted to work alone;

- ensuring that risk assessments are carried out and reviewed regularly;
- ensuring that appropriate support is given to members or volunteers involved in any incident.

Members and volunteers are responsible for: -

- taking reasonable care of themselves and others affected by their actions;
- following the good practices for lone working outlined below;
- reporting all incidents that may affect the health and safety of themselves or others to the responsible authorities (copied to the FoEP Secretary) and asking for guidance as appropriate;
- reporting any dangers or potential dangers they identify, or any concerns they might have, in respect of the work being carried out to the responsible authorities (copied to the FoEP Secretary).

### **Good Practice for Lone Working**

- Members and volunteers (whether alone or in groups) should only carry out FoEP approved activities. If necessary, they should consult with members of the FoEP committee who will determine if the intended actions are consistent with FoEP aims and policies, the Park's Management and Action Plans, and NBC requirements and authorisation.
- Working alone should be kept to a minimum and avoided wherever practicable.
- Under no circumstances should untrained volunteers be left working alone in the Park.
- Only members and volunteers who are medically fit should consider working alone in the Park.
- Members and volunteers should not carry out lone activities at night or where there is an increased risk of violence or abuse.
- Members and volunteers should not carry out lone activities where the site or task presents a special risk to the worker or to the public, or if the risk assessment forbids it.
- Members and volunteers working alone in the Park should always carry a mobile phone for emergency use.
- Members and volunteers working alone should have access to first aid and appropriate personal safety equipment.
- Members and volunteers intending to work alone in the Park should inform a responsible person about the nature and location of the work and their expected time of completion.
- Members and volunteers should not work alone with children or vulnerable adults.
- Members and volunteers working alone should pay particular attention to the risk assessment for the activity and especially to any recommendations or restrictions applying to working alone.

### **Monitoring safety issues**

- Lone workers must report all incidents (including all accidents, 'near misses', threatening behaviour and verbal abuse) to the appropriate authorities and the FoEP secretary.
- The FoEP committee should also regularly ask lone workers about their safety concerns.
- This policy should be reviewed annually and presented at the FoEP AGM.

Signed:

Vic Smith (FoEP Chair)

January 2016 (New heading 15<sup>th</sup> July 2020)