



HARTLEPOOL UNITED FOOTBALL CLUB

LONE WORKER POLICY

The very nature of coaching and games may at times mean coaches, volunteers are alone, although this is minimal Hartlepool United FC recognises its responsibility under Section 2(1) of the Health and Safety at Work Act 1974 to 'ensure so far as is reasonably practicable, the health safety and welfare at work of employees', volunteers, and contractors and that this duty also applies to lone working. Working alone should be avoided at every opportunity. Where this cannot be avoided the below policy outlines the measures in place for such instances.

1.2 Hartlepool United FC will ensure so far as is reasonably practicable, that employees, volunteers, and contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by lone working.

1.3 This Policy sets out the Hartlepool United FC policy for all individuals who work on their own.

1.4 This policy intends to cover all aspects of working alone.

2. DEFINITION OF A LONE WORKER

2.1 HSE Definition – 'Lone workers are those who work by themselves without close or direct supervision. They may be found in a wide range of situations.'

2.2 An individual does not have to work for an entire shift to qualify as a Lone Worker. It can apply to short periods in a shift of 10 to 15 minutes.

3. LEGAL FRAMEWORK

3.1 Employers are responsible within Sections 2 and 3 of the Health and Safety at Work Act 1974 (HSAW Act) for the health and safety of all their employees and others who may be affected by their work activities. This duty cannot be transferred to employees who work alone. However, all employees have their own duty under Section 7 of the HSAW Act to take reasonable care for their own health and safety and that of anyone else who might be affected by the work activity.

3.2 Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to assess the risks involved with activities at work, which must be written down. Clearly, working alone must in many cases be considered to involve risks requiring assessment under MHSWR.

4. ORGANISATIONAL OBJECTIVES

4.1 The club seeks to ensure that lone workers are always provided with safe and effective systems of work.

4.2 Employees and volunteers are required to take reasonable care of their own health and safety and that of others and should not act in a way that puts themselves or others at risk.

4.3 This policy aims to manage risk to staff who are lone workers and help the club to comply with statutory requirements and its duty of care to its employees and volunteers.

4.4 The objective of this policy is to:



- Reduce the health and safety risks to staff who are lone workers.
- Make staff aware of the potential risks whilst lone working by providing training and learning from previous experience.
- Promote safe working practices.

5. ORGANISATIONAL STRUCTURES AND ACCOUNTABILITY

5.1 The Academy Manager has overall responsibility for having effective and safe systems in place for Lone Working within the club and for meeting all statutory requirements and adhering to guidelines issued by a Health and Safety Executive (HSE).

5.2 The club's management team will receive assurances that there are safe systems in place for Lone Working by:

- Minutes of the Risk Management meetings.
- Identifying and managing all risk assessments categorised as 'Red' (high scoring risks).

5.3 The Academy manager has delegated responsibility for ensuring that there are safe systems in place for Lone Working.

The Club's responsibilities include:

- Coordinating and ensuring the implementation and continued development of the Lone Working Policy throughout the club.
- Communicating the club's commitment to the Lone Working Policy throughout the organisation.
- Identifying and interpreting new legislation and Government guidance in relation to Lone Working and associated risks.
- Advising the management team on matters of Lone Working.
- Coordinating and obtaining assurances from each of the members of the management team in relation to Lone Working.
- Receiving and monitoring all risk and adverse incident reports, identifying trends, and producing statistical data for the management team, and acting as the clubs designated Group for risk,
- Championing the Lone Working Policy implementation process throughout the club.
- Ensure that the clubs key risks relating to Lone Working are identified and addressed.
- Raise staff awareness and responsibilities of the Lone Working Policy.

5.4 Operations Manager

Operations Managers are responsible for implementing and monitoring any identified and appropriate Lone Working issues. In situations where significant risks have been identified, and where local control measures are potentially inadequate, operations managers are responsible for bringing these risks to the attention of the academy manager and board via the clubs Reporting Policy and the completion of a Reporting Form.

All Managers have a responsibility to undertake risk assessments as required, to supervise activities within their area of responsibility, to ensure that policies and procedures are properly applied and that areas of risks are adequately controlled. If a member of staff identifies a risk to them, they will investigate and implement appropriate control measures to minimise that risk. Where the required action is outside or beyond their area or level or authority, they will document their actions and recommendations before passing the matter to the next level of management for attention.

Managers will:

- Fully support the Lone Working Policy.



- Ensure that the Policy is effective and efficient in the management of Lone Workers.
- Ensure that decisions in relation to Lone Working are carried out and all relevant policies and procedures are implemented and monitored.

5.5 All Employee's and volunteers:

All clubs' employees and volunteers will:

- Comply with the Lone Working Policy.
- Work professionally in accordance with the Policy and where appropriate professional Codes of Conduct.
- Work safely in accordance with Section 7 of the Health and Safety at Work Act 1974
- Not intentionally or recklessly interfere with or misuse any equipment provided for the protection of health and safety (Section 8 Health and Safety at Work etc Act 1974)
- Report any identified areas of risk immediately in accordance with the Management of Health and Safety Regulations 1999 (Reg. 14) and the clubs Reporting procedures.

LONE WORKER PROCEDURE

6. RISK ASSESSMENT

6.1. The club is required to identify, assess, and manage risks to lone workers. It will undertake generic risk assessments of all lone working activities and will implement all reasonable control measures to provide for the health, safety, and welfare of staff.

6.2. It will be the duty of Managers to notify the academy manager of all posts which involve lone working, and to provide evidence that all appropriate risk assessments and control measures are in place.

6.3 Hartlepool United FC duties include:

- identification of hazards associated with lone working in the workplace, working environment, and in working practices, which have the potential to put staff at risk, identify and assess the risk and who/how many staff will be affected in each case, evaluate the risk from each hazard and decide whether existing controls are adequate. Where adequate controls are not suitable or sufficient, the risk.
- assessment will identify any necessary additional controls that are necessary to minimise the risk in each case, record all significant findings from the risk assessment, informing staff of the results as well as the founder so that any training needs can be addressed, review the risk periodically and whenever the working environment introduces a significant hazard, or if there is a reason to believe that the assessment is no longer valid.

6.4 Individual members of staff working alone must undertake a dynamic risk assessment to ensure that they work safely. Staff should be aware that personal safety is a shared responsibility between the trust and staff. Staff have a responsibility to help themselves to be safer. Staff will not be penalised if it is deemed unsafe to action a work order and will have the full support of the club in such cases.

6.5 If staff have concerns regarding the issue of lone working, they should discuss with their line manager or supervisor. It is the line manager's responsibility to take appropriate action in these circumstances.



7. CONTROL MEASURES

7.1 Staff required to work alone will be provided with suitable portable means of summoning immediate assistance should it be required. Such equipment might include a mobile telephone, landline, portable radio, or a panic alarm.

7.2 Clearly defined 'Safe Systems of Work' will be developed for all lone working posts.

7.3 Staff required to undertake lone working will be provided with such information, instruction, and training as is necessary to enable them to undertake their work safely.

7.4 Staff required to work alone will only be tasked to do so if assessed by a manager or supervisor as being competent to undertake such tasks.

Note: Regulation 13 of the Management of Health and Safety at Work Regulations 1999 states 'Every employer shall, in entrusting tasks to his employees, consider their capabilities as regards health and safety'. The Approved Code of Practice further states 'when allocating work to employees, employers should ensure that the demands of the job do not exceed the employee's ability to carry out work without risk to themselves or others.

7.5 Staff working alone will have access to suitable and sufficient first aid equipment to enable them to provide emergency treatment to themselves should they become injured.

7.6 Lone workers should be informed that they should contact their Line Manager or supervisor during normal working hours and an on-call manager out of normal hours if they experience difficulties.

7.7 Hartlepool United FC Employer's Liability Insurance covers lone workers irrespective of their base, providing they are on official business.

7.8 Lone workers must, consider, any instructions relating to the area, site or location visited.

7.9 All employees are expected to carry an identity card, which they should be able to produce on request.

7.10 The club requires Line Managers to be aware that late working is taking place and that employees know of any special arrangements that need to be made for leaving any buildings and making it secure. It is the responsibility of the lone worker to inform the line manager they will be working in an area and alone and to arrange with their line manager/control the frequency of welfare checks and inform the relevant person/s when leaving the building.

7.11 All coaches have a duty of care for their own safety as well as others. If a coach is placed in a position where they are the only coach available, and no parents are present during a training session. They must inform their line manager immediately. No coach should be expected to hold a training session alone with no parents or coaches nearby. This puts the lone worker at risk of a safeguarding issue. See clubs safeguarding policy for reference.

8. MONITORING AND REVIEW

8.1 The named person for Risk Management will collate all incidents which will be reviewed by the management team.

8.2 The management team will then identify trends to enable efforts and resources to be targeted towards high-risk areas.



9. TRAINING

9.1 The club recognises the importance of Training in increasing awareness of risk and safety issues particularly relating to Lone Workers. All staff will receive information, instruction, training, and supervision in relation to Health and Safety, Risk Management, and Incident Reporting.

9.2 These subjects are included on all inductions for new staff and volunteers.

Notes

All Staff must ensure that they are always aware of the potential risks when lone working as they may be placed in danger or be left open to abuse or complaint.

Staff working alone must make constant and proper use of either their mobile or hand portable radio to always keep the club aware of their circumstances.

Protocol for other staff

Other staff may be required to attend meetings and/or work on their own. When travelling on their own staff should take extra precautions to ensure their own safety. When staying away from home on Hartlepool United FC business they should not do anything that puts them in danger.