



# Skimstone Arts



## Lone Working POLICY September 2021

**In ANY case of concern contact:**

Claire Webster Saaremets 07803 670 654

Peter Saaremets 07855 674 012

***Our Mission Statement: Skimstone Arts supports diverse artists and those at risk of isolation to make work with, for and about the world that matters to them.***

**Skimstone Arts is a registered charity. Charity registration number: 1182284**

Charity name: SKIMSTONE ARTS

Skimstone Arts, Skimstone Studios, 2nd Floor, i4 Quayside,  
Albion Row, Newcastle upon Tyne NE6 1LL

[www.skimstone.org.uk](http://www.skimstone.org.uk)

## **Introduction**

Lone workers can be anyone who works by themselves without close or direct supervision, e.g. home workers, persons working in an office on their own, people working outside normal hours on their own, workers who have to travel on their own to other locations for work away from their office base.

## **Definition of Lone Working for Skimstone Arts Staff**

“Any paid member of staff or volunteer who carries out their work in a location away from the registered office base and in isolation from colleagues, or who is travelling between work locations on Skimstone Arts business, or who is working alone in the office, or is working from home. This may be on a regular or occasional basis.”

## **People and Their Duties and Responsibilities**

The Board of Trustees have responsibility for:

- Taking a legal “duty of care” to all of their employees and volunteers to provide them
- with a safe system of work
- Regularly reviewing, documenting, updating, and communicating working practices and procedures to all paid staff and volunteers
- Putting in place working practices and procedures identified in risk assessments to reduce risk
- Ensuring that all staff and volunteers are trained and understand what is required of them
- Knowing where staff and volunteers are during working hours
- Ensuring that staff and volunteers follow agreed practices and procedures
- Raising lone working issues with their Line Manager or at board meetings
- Learning any lessons and putting revised plans into action where necessary
- Ensuring that anyone working alone is medically fit to do so

## **All lone workers are responsible for:**

- Taking a legal “duty of care” for their colleagues
- Carrying and using all equipment provided for their safety e.g. personal alarms and mobile phones and making sure batteries are working
- Following all working practices and procedures that have been put in place by Skimstone Arts.
- Understanding the risks that affect them and not taking unnecessary risks.
- Raising any issues or concerns with Line Managers I.e Claire Webster Saaremets – Artistic Director/ Manager and/or Peter Saaremets – Lead Artist/ Assistant Manager

- Keeping in contact with a designated person whilst working alone.
- Informing the designated person of any changes to their movements or if their vehicle breaks down.
- Ensuring that their vehicle has sufficient petrol/fuel, oil and water especially when entering an unknown area; ensuring that weather and road conditions are safe for travel. Do not travel if high risk of road accident likely, e.g. storm conditions, severe ice and snow on roads. Use AA and other road traffic advisers on the internet to seek road safety conditions before travel in severe weather conditions.
- Ensuring that they know where they are going – taking maps with them before embarking on a journey.
- Knowing what to do if threatened verbally or physically (see below).
- Reporting to the designated person immediately if they experience anything unpleasant, no matter how trivial.
- Ensuring that a record is made at the Skimstone Arts office of the date, time and location of any incident.
- Ensuring that an outside individual will take action if they do not return home when expected (where a phone call cannot be made to the office, e.g. attending a meeting out of normal working hours).

### **Action to be taken if you are threatened verbally or physically**

- If you are in a position to do so, get out as quickly as possible
- If you are not near an escape route, withdraw to a room, barricade yourself in, smash a window, scream FIRE (it is proven to be more successful than HELP).
- Do not feel embarrassed about causing a scene, do all you can to attract attention
- Call 999 on your mobile phone and remember to tell them your address
- If possible, dial 999 again on terrestrial phone as the call will be traced automatically.

### **Lone Working with Children/Young People**

Please refer to our SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS POLICY.

As a rule Skimstone Arts does not endorse lone working with young people and the Skimstone Arts Child Protection Policy states spending time alone with a child/vulnerable adult should be avoided. All project activities require a minimum of two members of staff, one being senior level.

However, it may be necessary to transport young people to events or work with a young person specifically on a one-to one task. In such cases a full risk assessment will be undertaken to protect both the young person and the member of staff. In cases, such as these, written consent will be required by the young person and parent/carer. Care will be taken to place same sex pairings with drivers.

In cases of one-to-one work the risk assessment will always source a venue where another member of staff is present should difficulties arise.

## **Lone Working with Vulnerable Adults**

Please refer to SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS POLICY.

As a rule the same rules apply for vulnerable adults as they do for lone working with young people.

