

CASPARI FOUNDATION LONE WORKING POLICY

For staff working in the Caspari office at Riley Studios, 724 Holloway Road, Archway, London, N19 3JD

The following constitutes the charity's lone working policy in line with the advice of the Health and Safety Executive (HSE) and the Law (Health and Safety at Work Act 1974. Management of Health and Safety at Work 1999).

It is the responsibility of Trustees and the Business Director to ensure that in line with the charity's Health and Safety policy that risk assessments on the building are carried out on at least a yearly basis and to regular monitor:

- A reporting system of matters of safety, including an incident log.
- A procedure for raising support in the event of an incident.
- Controlled Access to the building.

Members of staff lone working:

- Adhere to building regulations of Riley Studios when working alone. The Reception staff leave at 5:30pm and any guests are required to sign in and out of the building.
- Keep the inner door to the office locked and only open when certain of who may be asking for entry.
- Not to respond to any request to open the main door unless certain of who is trying to enter the building.
- Respond immediately to any fire alarm.
- Should never have meetings with unknown individuals without a second member of staff/trustee/volunteer present.
- Should use their common sense to avoid any tasks that could be dangerous when done alone (moving furniture, climbing ladders, DIY etc).

Events and short courses:

- For any event open to the general public there must be two members of staff/trustees/volunteers present throughout.
- For any events where all participants are known there can be one member of staff/trustee present – although whenever possible a second member of staff/trustee/volunteer should be found to help with the event/course.

Working with Children and Young People:

- Our current premises are not suitable for 121 sessions with children. These cannot take place at Riley Studios (724 Holloway Road).
- Parent meetings. We advise against holding any parent meetings at Riley Studios, 724 Holloway Road. These meetings should be held at the children's school.

Related Policies:

Caspari Foundation Health and Safety Policy

Caspari Foundation Code of Ethics and Professional Conduct

Guidance for Educational Psychotherapists and Students

[based on the UKCP Lone Working Guidance]

Introduction

This guidance is intended for Educational Psychotherapists working in private practice or any organisational setting, e.g. school or clinic. It is also intended to be read by Caspari Foundation students on placement.

There are numerous factors that define Lone Working, and some may not be obvious. There are conditions placed on employers related to risk assessment and Health and Safety in the workplace for their employees. This is the case whether they are paid or voluntary staff full-time or part-time. These conditions will apply to any Educational Psychotherapists who work for the public, private or voluntary sectors.

For those who work solely in private practice they have a duty of care to themselves and their clients. A knowledge of and understanding of the principals of Lone Working can help to create a safe environment for the benefit of clients and reduce the risk of complaints and conflict situations.

The Health and Safety Executive provide guidance on Lone Working and Working from Home. Your insurers will also have requirements which you must adhere to for your insurance to be valid.

In all circumstances there is a responsibility to ensure safe practice and working conditions. Where there are incidents of risk and harm these need to be logged and reported. This should be in line with the policy of the institution or establishment in which you are working. For those in private practice these discussions could take place with a supervisor to seek out what the next steps may entail.

Lone Working Guidance sits within a policy on Safeguarding which underpins reducing risk and minimising harm to self and others. Your employer has a duty of care to you whilst in their employment.

For those Educational Psychotherapists who run their own business they still need to be aware of issues that arise through Lone Working and make the necessary arrangements to ensure safe practice.

Definition

Lone Working includes (not an exhaustive list):

- Educational Psychotherapists whose conditions of service delivery requires them to work without a colleague present or close by.
- Educational Psychotherapists who work from their own home with no other person other than the client on the premises.
- Educational Psychotherapists who find that they are still working when all others have left the premises.
- Educational Psychotherapists who are working in an isolated space in an inaccessible part of a building.
- Educational Psychotherapists working in the client's location (e.g. home, school), as part of an outreach service or otherwise in an inexact location (e.g. in the countryside as part of an ecotherapy approach).

Purpose of this Guidance

- To alert individuals to the potential risks and hazards of Lone Working.
- To alert individuals to the potential challenges of Lone Working.
- To identify responsibilities.
- Set out procedures to minimise risk.
- To enable trainers (both of qualifying trainings and CPD course) to develop a Lone Working protocol under the umbrella of Safeguarding.
- To assist employers to address the issues for the benefit and safety of their lone workers.

Responsibilities

- This guidance applies to all Educational Psychotherapists whether in training or practice, and whether employed, volunteering or self-employed.
- This guidance should be read in conjunction with any documentation provided by your employer, and/or your insurance company.

Procedure

Please note: This section gives examples but it is not the intention for it to contain a full list of all factors to be considered. Practitioners are encouraged to think widely about their own situation using these examples to start that process.

- **General assessment of risk:**

- What are the risks to your personal safety? E.g. who is nearby? Where are you in relation to being able to call for assistance? What forms of communication do you have available?
- What systems can you put in place to minimise risk (e.g. a call back system)?
- What are the risks to clients (including possible challenges to confidentiality)?
- **The working environment/premises:**
 - Is this fit for purpose? Is it adequately lit/heated? Are there any inherent dangers? Is it accessible by others?
- **Working for an organisation:**
 - Are there specific factors to consider with regard to your organisation?
- **Working from home:**
 - In addition to the above, e.g. does your client have access to all they need (e.g. a toilet)? Are your personal possessions safe?
- **Working in 'uncontrolled' environments:**
 - Are there other factors that need to be considered? For example, if you offer home visits, would you have access to all you need? If you offer therapy while in an outdoor environment or a public space, do you have systems set to ensure someone knows where you will be?

Control measures to consider

- Training.
- Physical measures (e.g. signing in).
- Technology (personal alarm, coded phone message).
- Sharing of information/concerns.
- Reporting system.
- Place of work.
- Legal duty of Employers (Health and Safety at Work Act 1974).
- Insurance.
- Risk assessments to identify hazards.