

## Volunteer Lone Working Policy

In carrying out your volunteer role with Lagan Valley Regional Park, a small percentage of your time may involve working on your own i.e. unaccompanied. It is therefore important that you are aware of your own personal safety and also aware of measures that help to secure your safety. The following points address lone working and you should have due regard to this advice.

1. Make sure that your supervisor knows where you are planning to work and what activities you are planning to undertake, if there is any change while you are carrying out your role, please inform an LVRP member of staff.
2. Ensure that you carry a charged personal mobile phone (or the office's mobile phone) with a directory including the following essential contact numbers – LVRP staff mobiles, LVRP office, Volunteer Coordinator, PSNI Station and Emergency Services.
3. Carry the provided personal safety alarm at all times.
4. If, for whatever reason, you are unable to return to the LVRP Office at the end of the day, make contact with the office and inform the Volunteer Coordinator or other LVRP staff.
5. Avoid becoming involved in confrontational situations.
6. Abandon a situation if you feel your own health and safety is at risk.
7. If using a vehicle always park in the direction of the quickest exit and avoid the need for reversing.
8. Do not approach a member of the public who appears to be under the influence of alcohol or drugs or is displaying threatening behaviour.
9. On returning to the office, all incidents including injury, cases of violence or aggression must be documented and reported to the Volunteer Coordinator.