



LONE WORKING RISK ASSESSMENT – YOUTH CLUB SESSIONS

This form is to be completed by the Lead Youth Worker for all activities involving lone working. It ensures that appropriate control measures are in place to protect youth workers who work independently with young people during evening sessions.

Activity Details

Activity involving lone working: Friday Night Older Youth Group (ages 13–18)

Venue: The Steyning Centre, Fletcher's Croft, Steyning

Date of assessment: XXXX

Person doing assessment: Vicky Heales, Lead Youth Worker

Lone Worker: Niki Denero

Risk Assessment Checklist

Hazard	Risk / Harm	Control Measures
Lack of communication	Staff unable to summon help if attacked, injured, stranded, or if incident occurs.	• Niki carries a fully charged mobile phone with emergency contacts pre-programmed. • Check-in/check-out system in place with Lead Youth Worker. • Venue address and emergency procedures accessible.
Work-related violence or aggression	Verbal abuse or physical threat from young people	• Niki trained in conflict resolution and de-

	or members of the public.	escalation. • Personal safety alarm carried. • Maintain visibility; no closed one-to-one situations. • If threatened, session may be ended early and incident reported.
Vehicle breakdown or travel issue	Worker stranded while travelling to or from venue.	• Vehicle maintained and fuelled. • Breakdown cover held. • Notify Lead Youth Worker when departing and returning home.
Illness or emergency	Worker becomes unwell or injured during session.	• Carry ID and emergency contact details. • Call 999 if urgent, then contact Lead Youth Worker. • All incidents recorded in incident log within 24 hours.
Environmental hazards (evening hours, poor lighting, weather)	Injury, slip, trip, or potential vulnerability when arriving/leaving.	• Use well-lit entrances and exits. • Avoid carrying cash or valuables. • Review access route before dark winter sessions.
Social isolation or stress	Emotional strain from working alone.	• Regular debrief with Lead Youth Worker. • Access to supervision and wellbeing support.

Emergency Procedures

In the event of a serious incident (violence, injury, or emergency):

1. Move to a place of safety with young people if possible.
2. Call 999 immediately.
3. Contact Lead Youth Worker (Vicky Heales) as soon as safe to do so.
4. Record incident on the club's incident log within 24 hours.

Communication & Monitoring

- Lone worker must message or call the Lead Youth Worker at the start and end of each session.
- If no check-in is received within 15 minutes, Lead Youth Worker will attempt contact and, if necessary, alert emergency contacts.
- Regular reviews and debriefs will be conducted.

Review

This assessment will be reviewed annually or sooner if there are significant changes to the working environment or an incident occurs.

Acknowledgement & Sign-Off

I confirm that I have read and understood this Lone Working Risk Assessment and agree to follow the control measures outlined.

Youth Worker Name: Niki Denero

Signature: _____ Date: _____

Lead Youth Worker Name: Vicky Heales

Signature: _____ Date: _____