



A Helping Hand to Asylum Seekers & Refugees

## **Burslem Jubilee Project Lone Worker Policy**

### **Introduction**

BJP have a duty to ensure the safety of all staff and volunteers and volunteers in all circumstances. This policy applies to any member of staff and volunteers working alone either in the office or working on BJP business away from the office.

Any person working alone is likely to be at greater risk, due to the lack of help in the event of an accident or incident.

### **Definition of working alone**

A person is working alone if they do not have direct communication with someone who can summon assistance in the event of an accident or emergency. Even if the person has access to a telephone they are still considered to be working alone because if injured they may not be able to use a phone to get help. Thus lone working can be both on and off BJP premises and at any time.

### **Health and Safety**

There is no legal prohibition on working alone. However, there are general duties in the *Health and Safety at Work Act* and requirements to assess and control risks in the *Management of Health and Safety Regulations 1999*. These require an employer to provide safe systems of work and safe workplaces as far as reasonably practicable, and control risks that do arise from work activities. These duties are held towards staff, volunteers, students, contractors, visitors and any other persons who are affected by work activities.

### **Risk assessment**

In many situations, lone working is prohibited. Low risk activities are permitted but should be subject to a risk assessment. A risk assessment should consider the following points associated with the work so that it can be carried out safely.

- Are there safe access and exit arrangements?
- Are the fire precautions for the building fully operational?
- Is the lone worker fully familiar with how to respond in an emergency, e.g. how to activate the fire alarm?
- Is there access to a first aid kit?

- Is the level of supervision at other times sufficient to ensure that any problems are identified and dealt with?
- Are there aspects of the individual's health that could lead to increased risk (e.g. diabetic) would they have access to medical requirements?
- Are other precautions necessary, for example, could the lone worker make regular contact with another person, should they be equipped with a personal alarm, or lone worker's safety alarm (to detect absence of movement after a pre-set time?)
- Will the lone worker be involved in home visits?

As with all risk assessments, the findings should be reviewed at reasonable intervals, and in the light of experience.

Staff and volunteers must always inform the appropriate people before a lone working activity is to be undertaken.

### **Office Lone Working**

- After work hours, you should ensure the building is secure and that members of the public cannot gain access.
- After or during work hours ideally more than one person should be in the building at any one time.
- Follow all safety procedures when using any equipment.
- When locking and securing the building, be aware of any obvious dangers. If you feel unsafe call for help. Do not place yourself in a dangerous situation.
- Use the reporting procedure below.

### **Reporting in**

BJP's lone working policy requires staff and volunteers to provide the following details:

- Home address and telephone numbers.
- Emergency contact name, address and telephone number.
- Any known medical conditions.
- Type of car, colour, registration.

If working out of hours staff and volunteers may consider taking additional measures such as using recognised personal security equipment e.g. torch, personal alarm.

When lone working:

- Notice of the meeting should be given to another named person; line manager, colleague or trustee.
- Details should include where the meeting is to be held, who with and how long the meeting is expected to last.
- Notice should be given by telephone, text message or messaging method agreed in advance.
- When the meeting is over notice should be given to the appointed person that the employee is safe.
- Staff and volunteers should ensure they have access to an outside phone line or mobile phone in case you need to call the emergency services.

### **Notifying Officers**

Jim Lowe, 07817 599328

Sheila Podmore, 07958 250281

Dianne Yeadon, 07532 108207

### **Policy review**

This policy will be reviewed on an annual basis unless we identify a need to review the policy earlier.

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