LONE WORKING PROCEDURES

Policy Title	**Lone Working Procedures**
Policy Review Date	
Policy Reviewed by	

These guidelines apply to both staff and volunteers of Phoenix Rising

Phoenix Rising takes the safety of its employees and volunteers seriously.

If employees and volunteers are asked to work alone on a regular basis then a risk assessment with manager/leader or, if involved with church work, the church warden should be carried out and recorded.

This should be in consultation with workers/volunteers

Consideration should be given to the following:

- Is there risk of violence?
- Is the worker/volunteer young, pregnant or have additional needs?
- Do they have any other reasons for added vulnerability e.g. a trainee?
- Do they have any medical conditions that add risk?

If working alone you should:

- Inform someone that you are working alone, the times you will be there and what you will be doing.
- This could be a member of your team, the facilities manager or someone present in other parts of the building e.g café worker, welcome desk.
- Make sure you tell them when you have finished.
- Have a mobile phone or access to a phone.
- Avoid dangerous activities e.g climbing ladders, standing on chairs, lifting heavy objects.
- If you have to leave the building to the car park in the dark, be alert.
- Keep outside doors locked but have emergency procedures for leaving the building
- Do not allow unknown people into your working area
- Be cautious about letting anyone into your working area who you were not expecting
- Ensure you know safe ways in and out of the building
- Make sure you know where to find first aid

IN OUR POLICIES:

'Board' refers to the Boards, committees or legal entities that govern the Phoenix Rising organisation.

'Manager/leader' refers to people who are in charge of various activities across the Phoenix Rising organisations. They may be paid staff or volunteer