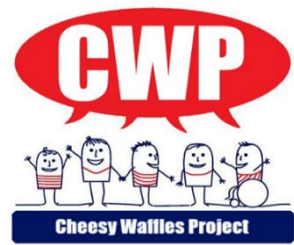


Cheesy Waffles Project

LONE WORKER POLICY



Every attempt should be made to ensure the safety and security of the members of the Project and the staff who work with them.

There are occasions where managers will need to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the project member and the individual worker and any arrangements should be reviewed on a regular basis.

If for any reason staff are working a session on their own, are working with a member or group by themselves or are in a building we use doing paperwork etc. then the following must be adhered to: Inform a named colleague of:

- Who they are working with – if staff are not returning to a session where other staff are or meeting up with staff after their lone worker session then they must text the named/informed colleague to let them know that they have finished the session.
- Details of the session/task
- Estimated finish time
- Travel plans

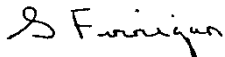
For personal safety staff should:

- Have a mobile phone with them
- Take care of own safety and that of others affected by your actions or inactions
- Comply with the risk assessment and inform the office if a risk changes

If staff are not returning to a session where other staff are or meeting up with staff after their lone worker session then they must text the informed colleague to inform them that they have finished the session.

Be aware of the environment:

- Know what measures are in place where you work; check out alarm systems and procedures, exits and entrances, and the location of the first aid supplies.

Signed: 

Date: 19th April 2023

Susan Finnigan (Secretary/Trustee)

Signed: 

Date: 19th April 2023

Linda Pennington (Treasurer/Trustee)