



## LONE WORKING POLICY

### 1. Purpose and Scope:

Sedbury Space recognises that there are occasions and roles where volunteers or staff may work in or around the Sedbury Space premises by themselves without close or direct supervision. This policy seeks to ensure their safety and should be read in conjunction with the general Health and Safety Policy.

### 2. Policy implementation:

Anyone working alone in or around the premises should:

- Be familiar with and abide by the health and safety policy and procedures for safe working;
- inform a friend, relative or committee member of their whereabouts and an expected time of return;
- Have about their person a charged mobile phone with contact number of committee members in the memory;
- Lock the main door from the inside and leave the key in the lock for swift exit if necessary;
- Not undertake any tasks where the risks to their personal safety is deemed by common sense to be too high to undertake alone.

This policy will be reviewed biannually or whenever an incident occurs that informs the policy.

### 3. Approval and Review

This policy has been approved by the Trustees and will be reviewed on an biannual basis.

Signed:

Position in group:

Chair of Management Committee

Date:

22.01.19

Date for Review:

November2025