

## Lone Working Guidelines

Version: 2022-2025

Approved by OWC: 22<sup>nd</sup> June 2022

The Management Committee of the One World Centre/ We appreciate that on occasion staff and/or volunteers may find themselves working alone whether that is in our office or when attending events or meetings.

While lone working is not inherently unsafe the measures suggested by these guidelines seek to reduce the risks associated with working alone.

**If you are concerned that you may be unsafe in any situation you should discuss these concerns with your line manager.**

**If there is any indication that the building has been broken into, call for assistance before entering**

**To reduce the hazards of working alone in the OWC office at 189 Princes Street you are asked to ensure:**

- that the door is locked and the chain on at all times
- that all cables are safely stored under desks
- that no flammable materials are obstructing heaters
- that you do not lift the trap door and do not attempt to access the basement
- that you have a working phone
- that you do not attempt any DIY
- that faults are reported and dealt with

### **In case of Emergency**

- Emergency numbers can be found at the front of the Policy Folder on the filing cabinet
- The First Aid kit is on top of the filing cabinet as is the Accident Book
- One fire extinguisher is by the front door and another beside the sink in the kitchen

### **When working away from the OWC office you are asked to ensure that**

- that you keep accurate and up-to-date diary records
- someone else knows where you are going and has your contact details
- the contact details held by the OWC are current
- you are made aware of any possible hazards in the new location
- if you feel unsafe in any situation remove yourself from the situation and report the incident to your line-manager as soon as possible.
- if travelling by car ensure you have appropriate breakdown cover

### **Violence at work for lone workers**

#### **In the OWC office**

- You are asked to ensure that the door is locked and the chain on at all times so that unwanted visitors do not gain access
- if you feel uneasy do not answer the door to an unknown visitor
- and report to the police any violent attempt to enter - **Police 999**

### **Approval and review of the guidelines**

These guidelines were approved by the One World Centre Management Committee on the date specified in the header of this document. They will be reviewed every three years.