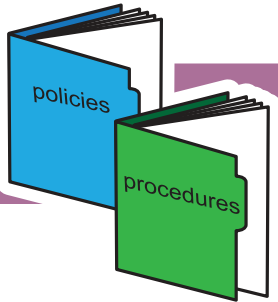


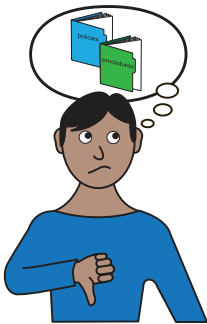


policies and procedures

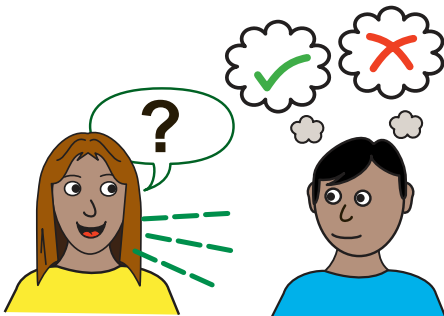


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

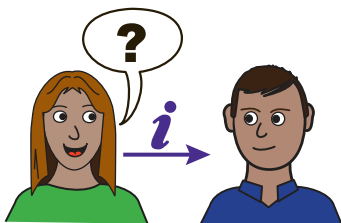


The policies and procedures also tell us what to do if something goes wrong.

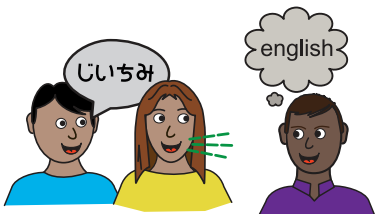


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: 0113 234 6040
text: 07531 215 999
email: info@pyramid.org.uk



PYRAMID

Lone Working Policy

Pyramid is committed to making sure that our workers are safe when they are working alone. This policy explains the risks of working alone and how we minimise these risks.

This policy applies to all employees and workers who spend any of their working hours alone. For example, providing 1:1 support or working alone in the office.

Risk Assessments

We will carry out risk assessments for all types of lone working. We will consider:

- equipment and materials being used
- location
- risk of violence
- proximity to help

We will also consider whether the person is fit and suitably experienced to work alone, and whether they have any medical condition that may create a risk if working alone.

It is important that employees notify us of any medical conditions that may make them unsuitable for working alone and that these are properly considered.

Safety precautions

All lone workers must follow these guidelines:

- avoid working out-of-hours where possible
- you must have your manager's permission to work alone
- you must have a mobile phone with you and keep it switched on
- inform the manager of your contact number
- familiarise yourself with the location, fire safety procedures and escape routes in the event of an emergency, as well as any alarm systems
- where possible, ensure you have keys to all entrances and exits, and keep them locked
- unexpected visitors should not be allowed in
- any illness or accident, however minor, should be reported to the manager
- if you feel unwell, seek immediate help



Control measures

An individual plan of action will be made, depending on the circumstances of the lone working. The action plan will include

- an agreement on how and when the worker will report-in to the manager
- a record of the travel / working hours / appointments planned
- a copy of the risk assessment

All lone workers must comply fully with this policy and with any additional instructions received. Failure to do so may constitute a disciplinary offence.

Incident reporting

Any incidents or accidents must be reported to the manager so that action can be taken, and our risk management and procedures can be reviewed.

Related policies and documents

- Health and safety Policy
- Safeguarding Vulnerable Adults Policy
- Personalised Risk Assessments