



PYRAMID

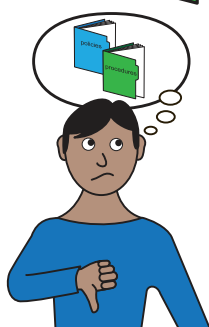
Accessibility Statement

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.

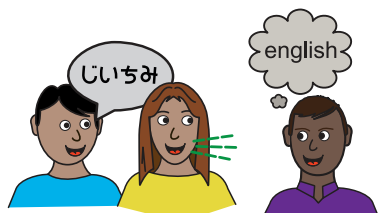


It is important that everybody at Pyramid can access and understand our policies and procedures.

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: **governance@pyramid.org.uk**

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.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.	
Clarifications	The term 'worker' is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.	
Who does this policy / procedure apply to?	Employees, freelance workers, volunteers, trustees	
Related policies and procedures	Health and Safety Policy Risk Assessment and Management Policy Safeguarding Vulnerable Adults Protection Policy	Disciplinary Procedure
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>	
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 17 October 2022</p>	
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>	

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 workers notify us of any medical conditions that may make them unsuitable for working alone, and that these are properly risk-assessed.

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
- you must 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 your 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 their 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.