

# SOUTH OXFORD COMMUNITY ASSOCIATION

## LONEWORKING POLICY

The SOCA Management Committee is committed to providing a safe working environment for all employees and volunteers. This policy is intended to provide guidance for all employees, volunteers as well as users and hirers of the Centre who are alone in the building.

The main sources of risk when alone are:

- Accidental injury
- Sudden illness
- Threat from intruders or other users and hirers

It is possible to reduce these risks by taking sensible precautions.

### **If you working alone in the building:**

1. Tell someone where you are and when you expect to return.
2. Make sure that all external doors are secure.
3. Do not admit anyone to the building unless you are sure they have a right to be there. If necessary ask to see identification and proof of business.
4. If you are a volunteer or hirer: remember that anyone who has a legitimate right of entry does not need you to let them in!
5. Always carry a mobile phone and keep it with you.
6. Consider carrying a personal alarm and know how to use it.
7. Children and vulnerable adults must never be left alone in the Centre under any circumstances.

### **Avoid Accidents**

1. Do not undertake any work for which you are not trained or qualified.
2. Take reasonable care of your own health and safety and do not do anything to put your self in danger.
3. Know and follow safe working procedures and guidelines including operating machinery and using hazardous substances.
4. Never cut corners or rush work.
5. Do not work at heights and do not use ladders!
6. Avoid heavy lifting.
7. Report any accidents or hazards to the Administrator as soon as possible.

Any incidents or perceived risks must be reported to the Administrator and/or Chair of the Management Committee so that steps can be taken to assess the risk and put in place any appropriate measures for future risk control.

This Policy was adopted by Committee on 23<sup>rd</sup> March 2009, reviewed on 7<sup>th</sup> July 2010, March 2013, reviewed by Committee at meeting 8 June 2015; reviewed 14<sup>th</sup> September 2016

Signed by Chair:.....BOB PRICE .....

Date: 14<sup>th</sup> September 2016

Reg. Charity no. 304351