CORNWALL FEDERATION OF WOMEN'S INSTITUTES

LONE WORKER POLICY AND PROCEDURE

POLICY

CFWI Board of Trustees takes the health and safety of its employees and volunteers seriously, it has a legal requirement to ensure the health, safety and welfare of employees and volunteers while they are at work or are volunteering.

This policy outlines the additional risks presented with lone working and describes procedures to minimise such risks.

Volunteers, ie members of the WI, including those who are involved in the running of a WI, a Federation Sub-committee or are a Federation Trustee are not permitted to be in the County Office alone.

CFWI in its role as the employer is responsible for assessing the additional risks and advising employees on steps to take to avoid, minimise and control any perceived risks where necessary.

PROCEDURES

All employees have a responsibility to take reasonable care of themselves while at work, however on occasion, they may be working alone which carries additional risks. Lone working is not inherently unsafe; taking precautions can reduce the risks associated with lone working.

All employees who find themselves working alone unexpectedly must inform their line manager or the on call Chair or Trustee as soon as possible.

All employees are responsible for adhering to security and fire regulations, also they should be aware of the fire exits and where fire extinguishers are located. They should know the location of the First Aid Kit and list of emergency contacts which is maintained and kept in the office in case of need or in an emergency. All employees should be aware of the process for responding correctly to emergencies.

The lone worker is responsible for undertaking all the daily tasks required to keep the office running smoothly, including opening and closing up of the office in the usual way at the beginning and end of the working day.

If a lone worker feels unsafe, they must remove themselves from that situation to a place of safety immediately and as safely as possible and then report the incident to their line manager or the on call Chair or Trustee.

PROCEDURES TO REDUCING THE RISKS OF LONE WORKING

- The lone worker must phone the line manager or the on call Chair or Trustee when they are in the building and the door is locked.
- The lone worker should keep the main door locked to prevent intruders.
- The lone worker should only open the door to expected visitors and expected trades persons.
- Staff working alone should avoid going into the basement area if at all possible, if they have to they must take a mobile phone so they can call for assistance or alert the emergency services.

- The lone worker should avoid any task which necessitates unnecessary risk, i.e. standing on a chair, ladder, heavy lifting, a task usually done by two people etc.
- A lone worker should have their mobile phone with them at all times to ensure they can call for assistance or emergency services.
- The lone worker should make a phone call to the line manager or the on call Chair or Trustee as they are ready to leave for the day and they should stay on the call while leaving, setting the alarm, locking up, entering their car, driving through the gate and locking the gate.
- No WI members or volunteers are permitted to hold or access a key in order to enter the building outside office hours, unless agreed by the Board of Trustees and Federation Secretary.

Version	**Date Created**	**Last Review Date**	**Next Review Date**	**Document Author**
1	December 2023	January 2024	January 2025	CFWI HR Sub-Group
2	September 2026	September 2026	September 2028	CFWI HR Sub-Group H&S Officer + Safeguarding Officer

For employees to sign:

I ……. have read and agree to adhere to the above Policy and Procedure.

Signed: …….. Dated: ……