

York Area Quaker Meeting Guidance on lone working

As the employer YAQM has a duty to ensure Health & Safety at work. Significant risks must be identified and steps taken to minimise those risks.

This is particularly important as in most cases employees of York Area Quaker Meeting are 'lone workers'. Only in exceptional circumstances will there be more than one member of staff on duty.

Identified risks and steps to be taken to minimize these are:

Accidents or sudden illness	When working in the building away from people using the premises, or alone: - don't do anything that might render you unconscious were you to have an accident - always carry a personal alarm (either your mobile or the dedicated mobile phone)
Being trapped by fire or smoke	When away from others in the building, or alone, always carry a personal alarm (either your mobile or the dedicated mobile phone)
Aggressive behaviour from those using the building or seeking entry	See attached "Staff guidance – handling people who have particular needs"

Thefts of personal property Valuable items must be left in a secure, locked space or carried on your person

Locking up Look and listen for any possible hazard and always carry a personal alarm

Reporting and Investigating

All incidents and near misses must be reported to your immediate line manager who will make a note of the incident and of any action taken or needing to be taken. Significant incidents will subsequently be reported to Premises Committee by your immediate manager.

Approved by Trustees October 2018



