

Southgate Progressive Synagogue Lone Working Policy

YOUR HEALTH, SAFETY, AND WELL-BEING WHEN WORKING ALONE



1. Policy Statement

Southgate Progressive Synagogue (hereafter referred to as SPS) recognises the importance of ensuring the health, safety, and well-being of employees and volunteers who may be required to work alone. This policy outlines the guidelines, procedures, and controls in place for lone working to minimise risks and promote a safe working environment. This applies to all staff, volunteers, contractors, and anyone who may be required to work alone on site, or on behalf of SPS.

2. Objective

The objective of this policy is to provide a framework to:

- 2.1. Identify and assess the risks associated with lone working.
- 2.2. Implement control measures to mitigate these risks.
- 2.3. Ensure the safety and well-being of lone workers.
- 2.4. Comply with UK health and safety legislation.

3. Scope

This policy applies to all employees and volunteers of SPS, and contractors to SPS, who may at times be required to work alone, without direct supervision or close contact with colleagues, as part of their role. It could include working outside normal hours, working at remote or isolated locations, travelling for work purposes, or working at home.

4. Responsibilities

- 4.1. **Management:** The SPS Council is responsible for implementing, monitoring, and reviewing this policy. This includes conducting risk assessments, and providing necessary training, controls, and resources, plus ensuring lone workers are aware of emergency procedures.
- 4.2. **Lone Workers:** Lone workers must take responsibility for their own safety and adhere to the guidelines and safety procedures outlined in this policy, including reporting any concerns or incidents promptly. They should maintain regular contact with their designated supervisor and, if applicable, use any personal protective equipment (PPE) required and provided by SPS.

- Do NOT work alone if you are feeling unwell or are medically unfit to work alone.
- Do NOT work alone if you do not feel safe.

5. Risk Assessment

- 5.1. A risk assessment will be conducted for all lone working activities to identify potential hazards, assess risks, and implement appropriate control measures to eliminate or minimise the risks (e.g. provide communication tools, personal alarms, or implementing a check-in / check-out system).
- 5.2. This will include identifying potential hazards (e.g. physical, environmental, health, or mental health risks) and evaluating the level of risk involved.
- 5.3. Risk assessments will be reviewed regularly and updated as necessary, especially if working conditions change.
- 5.4. Please refer to SPS Risk Management Policy for more details.

6. Procedures and Control Measures

- 6.1. **Communication** - Lone workers will have access to a mobile phone or communication device with emergency contact numbers pre-programmed in case of an emergency.
- 6.2. **Emergency response procedures** - will be established and communicated to all lone workers.
- 6.3. **Working hours and breaks** - comply with working time regulations and be encouraged to take regular breaks.
- 6.4. Adequate **training and support** will be provided to lone workers to ensure they are aware of the risks and control measures in place.
- 6.5. Appropriate personal protective equipment (PPE) will be provided if required.
- 6.6. **Home working** - Staff and volunteers working from home must ensure that their home environment is safe and free from hazards. Risk assessments should include, as relevant, workstation ergonomics, access to communication, and emergency response procedures.

7. Safeguarding for Lone and Individual Working - Good Practice Guidelines

- 7.1. Please refer to SPS Safeguarding Policy for details.

8. Health and Safety

- 8.1. Lone workers are responsible for reporting any safety concerns, incidents, or near misses promptly to their supervisor or manager.
- 8.2. SPS will provide adequate training to lone workers, ensuring they are aware of health and safety procedures and are competent to perform their duties safely.
- 8.3. Please refer to SPS Health and Safety Policy for further details.

9. Reporting and Investigating Incidents

Any incidents or near misses experienced during lone working must be reported to the designated supervisor as soon as possible. This information will be thoroughly investigated, appropriate corrective actions taken to prevent recurrence, and used to review and improve future risk assessments and safety measures.

10. Review and Monitoring

This policy will be reviewed regularly to ensure it remains current and effective. Any necessary updates will be made based on changes in lone working practices or regulations (legislation).

The SPS Council will monitor lone working practices and address any issues that arise.

11. Non-Compliance

Failure to adhere to this policy may result in disciplinary action, as it may put the employee or others at risk of harm.

12. Communication and Training

- 12.1. This Lone Working Policy must be communicated to all relevant employees and volunteers and regularly reviewed and updated as necessary to ensure the safety of those working alone.
- 12.2. All lone workers will receive training and guidance on this policy and their responsibilities as part of their induction and periodically thereafter.

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**Date:** 1<sup>st</sup> October 2024

**Review Date:** September 2027

**Signature:** *Mark Howard Shaw*

**Printed Name:** Mark H Shaw

SPS Chair on behalf of SPS Executive and Council

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