

Ashdon Jazz Academy

Lone Working Policy

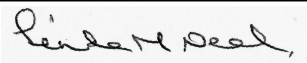

2020



Lone Working Policy

Profile	
Version:	02
Author:	Patricia Muirhead – Hewitt (CEO)
Applies to:	All staff, mentors, volunteers, Board of Trustees, members of Ashdon Jazz Academy
Date issued:	September 2020
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Review Frequency	2 yearly
Approval	
Approval person/ Trustee Board of Trustees:	AJA Board of Trustees of Trustees
Approval person overseeing next review	Linda Neal - Trustee
Date:	August 2020

Signed by 2 Trustees as approval by the AJA Board of Trustees

Date	Names	Signature
19/09/2020	Linda Neal	
22/08/2020	Michelle Nicholas	

Objectives

To protect staff from the risk associated with working alone whether they are at venues used by groups, travelling alone on work duties, or working in an isolated setting.

To ensure that staff understand that Ashdon Jazz Academy as an employer, does not expect volunteers and staff to expose themselves to unnecessary risks in the course of their work duties and that the Ashdon Jazz Academy will support a member of staff if they leave a situation in which they feel at risk

Definition

For the purpose of this policy, lone working will be categorised into two distinct types of work:

Working alone in the Ashdon Jazz Academy charity office, mentee homes and venues used by groups/ mentors

Travelling alone between the two categories above.

General Rules

The Ashdon Jazz Academy must have details of your (work and personal) mobile number, your home contact number and a person to be contacted in case of emergencies.

A personal alarm will be provided.

All mentoring meetings must be logged and the Co coordinator must be informed.

Working Alone In The Charities Office/ Mentee Homes/Venues

Having one person working alone in The Charity registered office, mentee homes, or venues is undesirable. However, as it is not practical to always ensure that two people are present then the emphasis of this policy is to reduce risk. Even when there is more than one person in the premises, there is still need for vigilance.

Before Entering The Building

Ensure that the premises look as you would expect them to do – no signs of damage or occupancy and no signs of doors or windows forced or unlocked when you expect them to be locked

If you have concerns **do not enter** but contact your line manager or ask a second person to enter the building with you. **Do not enter alone.**

On entering the building

Ensure that the building and contents are as you would expect them – If you have any concerns leave the premises and contact your manager.

Whilst working alone in the building

Work as near as possible to the telephone

Ensure that the front door is locked and that the security door and emergency fire exit doors are closed. **Do not** pull the security guard across the fire door until you leave.

Do not open doors unless you know or have checked the identity of any visitor

When talking to anybody you do not know on the phone, do not tell them you are alone in the building

If you hear the fire alarm, apart from the regular test, exit the building in the usual way and contact your manager. If we are notified that there will be a fire alarm and it is known that you are scheduled to be the only person in the building, you will be warned in advance.

If anybody appears in the office that you do not know, remain calm and non-threatening – ask who they are and who they are looking for. If the person is not available, explain that the person they are looking for is not present and escort them from the premises. Then contact your manager or emergency contact.

Always trust your instincts – if you do not feel comfortable about letting a person in the building, then ask them to return at a time when you will not be alone.

If you make an appointment with somebody for the first time or with somebody who you are not comfortable being with then arrange for somebody else to be in the office, or in the meeting with you, at the time of the appointment

On leaving the building

Ensure all doors are shut, close the grill on the fire exit door and lock the front door, setting the alarm as relevant.

If an incident takes place

If an incident occurs where there is a breach of your personal safety, you should complete an incident report including the date, time, location and description of the incident including names and contact details of any witnesses if known. This should be given to your line manager. This should be done no matter how minor the incident as the policies stated here may need to be reviewed.

WORKING ALONE AT THE VENUES OF OTHER ORGANISATIONS

Try to only arrange appointments at the premises of other organisations if you know that there will be more than one other person present. If this is not possible arrange the appointment at the charities registered offices

If you arrive at the premises of another organisation and you are not comfortable with continuing an appointment then leave and report co coordinator

TRAVELLING ALONE DURING WORKING HOURS

Travelling alone holds the same risks whether you are travelling for work purposes or pleasure. However, it is far more likely that during working time you will be travelling in unfamiliar areas and therefore the planning of the travel is far more important.

The Suzy Lamplugh Trust recommends that an individual should plan their movements whether at work or in daily life.

https://www.suzylamplugh.org/Pages/FAQs/Category/personal-safety?qclid=Cj0KCQjwvo_gBRDQARIsAE-bsH9nIWSfNEecukHrqZzmNTiPxoG2V-GzZL4LnjGuPCW5lmZlic7wyM0aArRHEALw_wcB

P*L*A*N

For being safe out and about

Prepare yourself for the journey

Look confident

Avoid risk

Never assume

Prepare yourself for your journey

Know exactly where you are going and how you are going to get there

Ensure that you have informed the office (by way of diary) or your line manager where you are going

Assess any risks there may be in doing the journey you are about to undertake

Ensure you have your personal belongings (e.g. keys, travel card) in your pocket and other items in a bag which sits close to your body with fastening innermost

Look confident

Stand tall and look as if you know what you are doing and where you are going

Be alert to what is going on around you

Do not wear a personal stereo
Carry a personal alarm
Ensure you have a working mobile phone with you

Avoid risk

Do not take short cuts unless they are as safe as the longer route
Do not change plans at the last minute
Ensure someone else knows where you are on visit – tel number Code word for
'Summon help'

Never Assume

It won't happen to me
Do not ignore your instincts

REMEMBER NEVER PUT YOURSELF AT RISK – TRUST YOUR INSTINCTS!

This policy will be kept electronically and a signed hard copy kept at the Ashdon Jazz Academy Office

Checklist for the Review and Approval of Procedural Documents

Title of document being reviewed	Yes/No/ Unsure	Comments
1. Title		
Is the title clear and unambiguous?	YES	
Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
2. Rationale		
Are reasons for development of the document stated?	YES	
3. Development Process		
Is the method described in brief?	YES	
Are individuals involved in the development identified?	YES	
Has a reasonable attempt has been made to ensure relevant expertise has been used?	YES	
Is there consultation with stakeholders and users?	YES	
4. Content		
Is the objective of the document clear?	YES	

Is the target population clear and unambiguous?	YES	
Are the intended outcomes described?	N/A	
5. Evidence Base		
Are any key references cited (if appropriate)?	YES	
Are any local/organisational supporting documents referenced?	N/A	
6. Approval		
Does the document identify which committee/group will approve it?	YES	
7. Dissemination and Implementation		
Is there an outline/plan to identify how this will be done?	YES	
Does the plan include the necessary training/support to ensure compliance?	??YES	
8. Document Control		
Does the document identify where it will be held?	YES	
9. Review Date		
Is the review date identified?	YES	
Is the frequency of review identified? If so, is it acceptable?	YES	
10. Overall Responsibility for the Document		
Is it clear who will be responsible for coordinating the dissemination, implementation of the documentation?	YES	
Is it clear who will be responsible for overseeing the review of the documentation?	YES	

