



# Safe Working Environment and Lone Working Policy

## Policy, procedures and practice guidance

### 1. Policy Statement

The Policy states that no member of staff or volunteer should lone work within The Old Slaughterhouse building, during its set public hours of opening. Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and Directorate managers have a duty to assess and reduce the risks which lone working presents. This policy should be read in conjunction with the main Old Slaughterhouse relevant Health and Safety policies.

### 2. Purpose

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations.

### 3. Scope

This policy applies to all staff or volunteer who may be working alone, at any time, in any of the situations described in the definition below.

### 4. Context

**The Old Slaughterhouse is operational 6 days a week, morning afternoon and evening. Thursday – Suaturday the building becomes a public space, with open doors and it is between these times that staff or volunteers must not work alone.** This is due to the public facing element of the building. Once the building is open to the public and receiving visitors there must be more than **two responsible adults should be on site at all times**. If someone needs to leave the building, and this would take the staffing number to one. The building should be locked and secured and policies for lone working should be followed for the times that only one member of staff or volunteer is on site.

**When the building is not open to the public, front doors should be locked, and all safety policies and procedures should be followed – commensurate with training. In edition extra care should be taken when accessing and leaving the building.**

Within the Directorate's overall policy relating to safer working practices, support for lone workers is an essential part, and the same principles apply, particularly: a commitment to supporting staff and managers both in establishing and maintaining safe working practices recognizing and reducing risk a commitment to the provision of appropriate support for staff a clear understanding of responsibilities the priority placed on the safety of the individual over property a commitment to providing appropriate training for staff Equipment such as mobile phones, personal alarms and bard watch radios.

### 5. Definition

Within this document, 'lone working' refers to situations where staff in the course of their duties work alone in the community, in their own home.. They will be physically isolated from colleagues, and without access to immediate assistance.

## **6. Personal Safety**

Always be aware of your position in the Slaughterhouse and never put yourself in a position where you have no exit route. If you are threatened where you do have no Escape route lock yourself in the toilet and press the panic alarm.

## **7. Bardwatch**

Escape Arts is now signed up with CCTV Bardwatch and have a security radio. At the start of each shift staff members must sign on using the radio and sign off when leaving the building. Full instructions are kept in the information cupboard in the kitchen. All exhibition hosts must wear the walkie talkie, THIS ACTS AS A DETERNET IN ITSELF. There is a panic alarm on the radio and suspicious or threatening behavior MUST be reported. The radios are monitored 24/7 by CCTV and the police.

## **CCTV**

We have internal and external CCTV fitted, screen in kitchen should be turned on when open tot eh public.

**This policy and procedure was adopted on: 2/3/15**

**Reviewed 9/10/18**