

L6 Lone Working

Policy

To ensure each individual employee takes responsibility for their own health and safety whilst lone working.

Procedure

1. If for any reason you are unable to attend work you must contact your line manager or duty supervisor.
2. If an employee does not turn up for work as allocated and they have not notified anyone that they are unable to attend for whatever reason the supervisor or supervisor on duty should try to contact the employee direct. If at this stage the employee still cannot be contacted, then the next of kin should be contacted.
3. When starting a night shift the employee must conduct a security check to ensure the front door, fire exists, lounge doors and windows and external doors and windows are secure. (Flats are the responsibility of the people who we support therefore these areas cannot be checked).
4. Any suspicious activity should be reported to the police.
5. As a protective measure employees must have access to means of contacting emergency services if required.
6. In the event that a fire alarm is activated the employee should contact the emergency services and vacate the building.

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	X	X	X	X	X	X	X

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