



LONE WORKING POLICY

Ashby foodbank - Lone Working Policy

For safety reasons Ashby foodbank aims to ensure that no staff or volunteers are ever at risk working alone.

Risk assessments covering any potential lone working have been undertaken. The risk assessments should establish the appropriate security measures necessary to improve the safety of a lone worker in a particular location.

Staff and volunteers should avoid visiting a foodbank centre or the warehouse when no-one else is present. If it is necessary to do so, they must notify a member of the Project Management team by text of their arrival, and again when they leave or are joined by a colleague.

Appropriate security measures must be taken when working alone such as locking doors/shutters, carrying a mobile phone, remaining in well-lit locations and wearing/carrying personal alarms.

Ladders, steps and other equipment such as pallet lifters and steps must never be used unaccompanied.

Lone workers must not exceed safe lifting weights, even if this means that a job will have to wait until other workers are present.

Food deliveries to clients' home addresses must not be undertaken unless closely accompanied by another adult at all times. Workers must have the permission of the Project Management team before making a delivery.

Foodbank centre sessions require more than one adult worker to be present at all times when open to the public.

This document was recommended to Holy Trinity Parochial Church Council and ratified on:-

Signed:

Date: