



Unit 3, Carrwood Industrial Estate
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Charity No: 1174426

Lone Working Policy

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

Risk assessments covering any potential lone working should be 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. Where it is necessary to work alone (if the task cannot wait until another volunteer/staff member is present and it is safe to do so) it must be prior arranged with their Line Manager. They must also inform their Line Manager by text of their arrival, and again when they leave or are joined by a colleague.

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

Ladders, steps and other equipment such as pallet stacker and lifters must never be used unaccompanied unless specific risk assessments have been agreed.

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

Workers must have prior permission from the Project Coordinator before working alone or making a home delivery and contact the Project Coordinator to let them know when they are finished. Please refer to the Driving Procedure, Handling Difficult Situation Guidance and the Safeguarding Policy & Procedure for more information.

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

Signed:

Date:

Name:

Position:

Chesterfield Foodbank

For more information about lone working, foodbank staff and volunteer may wish to refer to the Health & Safety policy, Safeguarding Policy Driving Procedure & Handling Difficult Situations Guidance.