

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Lone Working Policy

The Management Committee takes health and safety of its workforce and residents seriously. It is inevitable that, due to the nature of the work, workers will at times find themselves alone on the premises and the Management Committee recognises both the risks to employees working on their own and the risks to residents from lone workers.

In order to minimise risk and ensure the health and safety of its employees and residents, the Management Committee has:

- Approved a rigorous selection process under which all resident applications are risk assessed against a standard criterion which does have some specific necessary exclusions
- Approved a rigorous selection process for employees and volunteers including checks by the Disclosure and Barring Service (DBS).
- Provided good practice guidance to employees on how to minimise risk and ensure their own health and safety whilst alone on the premises.
- Provided good practice guidance to employees on Integrity at Work – Code of Conduct (Professional Boundaries).
- Approved arrangements for the Project Manager to meet regularly with residents to discuss their stay at Lawrence House and issues they may have.
- Provided physical security measures to reduce the risk of a violent person entering the premises and if they are on the premises from entering the offices and/or bedrooms.
- Ensuring our staff remain as safe as possible by providing a range of communication methods and security methods (cordless telephone, panic alarm fob, CCTV, intercom system).
- Provided training and guidance to Project Workers.
- Approved arrangements for Supervisions with all employees by the Project Manager.
- Provided guidance to residents.
- Carried out a Lone Working Risk Assessment on each member of staff at least once every 12 months and always after a period of sick-leave.

- A daily Health and Safety walk-round inspection of the premises and outside areas by the Project Worker on duty.

The Management Committee will seek to improve its arrangements by following good practice and listening to employee and resident concerns.

Employees are required to follow good practice guidance.

The Management Committee is responsible for ensuring that this Policy is subject to review on a regular basis, not to exceed a period of 3 years.

Related Documents:

- Lone Working Guidance Notes.
- Policy on dealing with Referrals
- Procedure for Applications, Interviews and Risk Assessments
- Guidance Notes on Handling Referrals
- Procedure for Management – Responding to Office Alarm
- Safeguarding Adults Policy, Procedure and Guidance
- Safeguarding Children Policy, Procedure and Guidance
- Integrity at Work – Code of Conduct
- Standards of Behaviour
- Resident Handbook
- Residents Licence and Policy pack