

# **COLLEGE OF INTEGRATED CHINESE MEDICINE**

## **LONE WORKER POLICY**

A lone worker is an employee who works in isolation, without close or direct supervision. This document sets out our policy for providing a safe working environment for all colleagues who work alone.

Colleagues are required to comply with all lone working controls that are put in place.

**When working in the college alone your safety is the utmost importance so please ensure you follow these procedures:**

### **Admin staff**

- Contact your manager if you will be/are working alone unexpectedly.
- When possible leave the building with the last practitioner/teaching staff member.
- Staff must not approach, or let into the building, unauthorised persons when lone working.
- Patients/ visitors are not to be buzzed in to the building without checking the CCTV cameras first.
- Staff must not arrange meetings with students/staff or members of the public when lone working. All meetings must be arranged during reception hours 9am to 6pm.
- Carry a mobile phone at all times, when lone working in case of emergency.
- Inform your manager or health and safety representative of any relevant medical conditions.
- Do not do anything to put yourself in danger such as leaving doors on the latch, open the door to anyone you are not expecting and do not lift heavy equipment.
- Comply with fire evacuation procedures.
- Follow our health and safety policy.

### **Practitioner**

- Practitioners must not approach, or let into the building, unauthorised persons when lone working.
- Patients/ visitors are not to be buzzed in to the building without checking the CCTV cameras first.
- When treating in the college alone, treatment rooms 1 or 2 must be used.
- Practitioners are responsible for ensuring that their patients have left the building at the end of their treatment. Please walk them to the exit before collecting your next patient.
- Carry a mobile phone at all times, when lone working in case of emergency.
- Inform the clinic manager or health and safety representative of any relevant medical conditions.
- Do not do anything to put yourself in danger such as leaving doors on the latch, open the door to anyone you are not expecting and do not lift heavy equipment.
- Comply with fire evacuation procedures.
- Follow our health and safety policy.

## **Teaching staff**

- Contact the principal if you will be working alone unexpectedly.
- Staff must not approach, or let into the building, unauthorised persons when lone working.
- Staff must not arrange meetings with students/staff or members of the public when lone working. All meetings must be arranged during reception hours 9am to 6pm.
- Carry a mobile phone at all times, when lone working in case of emergency.
- Inform the principal or health and safety representative of any relevant medical conditions.
- Do not do anything to put yourself in danger such as leaving doors on the latch, open the door to anyone you are not expecting and do not lift heavy equipment.
- Comply with fire evacuation procedures.
- Follow our health and safety policy.

**All lone workers have the responsibility of ensuring the college is opened or/and locked up correctly. Any issues that may occur when doing this must be reported immediately to the office manager.**

### **Contact details of whom to contact if issues arise:**

Principal and health and safety representative – Jonathan Pledger 07831794385

Office and clinic manager – Charlotte Ribeiro 07897187159

Maintenance and key holder - Jeremy Doyle - 07597242999