



Safe Working Policy

All staff and volunteers have a responsibility to consider the potential risks associated with lone working and are required to follow the safe working practice guidance below.

- Report to their Supervisor any problems whilst working alone
- Ensure the Supervisor on duty is made aware of your whereabouts at all times
- Ensure you have telephone contact if leaving the classroom area or use the Walkie Talkies
- Ensure you have the Supervisor on duty's mobile number stored in your mobile
- Arrange for someone to ring you at a predetermined time to check that you are safe if going off site
- Try to plan appointments etc. so that other people are in the building with you
- Keep valuables - handbags, cases, equipment etc. locked away
- If you are assaulted or threatened contact the Police immediately on 999



Densholme Farm action



Densholme Care Farm – Hull Road – Great Hatfield – HU11 4UX – 01964 532640

Walkie Talkies

Make and Model: Binatone Terrain 750 Private Mobile Radio with twin charger

No. of units: 6

Range: 8 kms (5 miles)

Purchase date: beginning of July 2016

- Units to be kept in Sal's office.
- Only to be used by staff/volunteers after instructions on how to use and being given a copy of this guide.
- Not to be used/accessible to clients/visitors.
- Users to ensure units are kept with them at all times and not to use them in rain/thunder.
- The unit should be held around 2 inches away from the face.
- Jayne will be responsible for charging the units each week.
- There are 8 main channels; each has 38 sub-channels, making a total of 968 channel combinations available. Sal will change the channel every 2 weeks.
- No clients' names to be used on air, please use initials only.
- Remember that this is a 6-way communication and everyone can hear your conversation. The range on these units is 8 kilometres/5 miles. Any conversations taking place are open to be heard by the surrounding villages and the town of Hornsea. Please exercise caution and remember confidentiality at all times!
- Instruction leaflet available through Sara/Sal.
- Please start your conversation with 'Attention'...then the name of who you are trying to contact, or 'Attention everyone' if this is the case.
- If you have any queries, concerns or comments at any time, please see Sal or your Supervising Officer.
- After an initial trial period, we will look at whether we can divide the farm up into 'zones' so specific areas aren't referred to on air (see table below).

Zone 1 - Classroom/Sensory Garden/Sal's office

Zone 2 – Barn/Animal Barn

Zone 3 - Outdoor animals (chickens, ponies, goats)

Zone 4 - Woodland/potato field.