



### **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



### Walkie Talkies

Make and Model: Motorola Talkabout, Quad Pack 2 way radios Yellow/Black

No. of units: 4

Range: 8 kms (5 miles)

Purchase date: 21<sup>st</sup> September 2020

- Units to be kept in the filing cabinet in classroom.
- 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.
- Mary 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.
- No clients' names to be used on air, please use initials only.
- Remember that this is a 4-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 Denys.
- 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 your Supervising Officer.