

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, Operations Director or Office Manager 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:

Operations Director and health and safety representative – Neena Thakkar 07720683416

Office and clinic manager – Lisa Bayliss 07794923388

Maintenance and key holder - TBC