

**SCHOOL AID UK CIO**  
**School Aid Lone Worker Policy and Guidelines**  
**Reviewed: August 2018**

School Aid recognises its responsibility for the health and safety of its staff and volunteers on its premises. School Aid's Lone Worker policy is based on the guidelines of the Health and Safety Executive in the leaflet *Working Alone*. This states: "Working alone is not in itself against the law and it will often be safe to do so. However the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone". It is sometimes unavoidable that School Aid staff are working alone in the warehouse (a fixed establishment) when neither a volunteer nor another staff member is present

**When you know you are going to work in the warehouse alone you must inform a member of staff that you intend to do so and for how long you intend to stay there. This is regardless of what level of risk level you assess your work to be.**

**On the fly risk assessment:**

- There are three categories of risk: Low, Medium and High risk.
- Low risk activities can be carried out alone. This would include working in the office or packing books at the packing table.
- Medium risk activities can be carried out alone but only if the staff member in question contacts another staff member when they arrive and when they leave. This would include use of the forklift, lifting of multiple boxes and any building maintenance.
- High risk activities should not be carried out alone under any circumstances. This would include working up a ladder or any electrical work.

It is important that you make a frank and honest assessment of the risk incurred by the activity you are undertaking.

**If in doubt contact the Operations Manager for advice in determining level of risk.**