

Growing Roots



Gardening for Personal Growth

LONE WORKING POLICY

It is Growing Roots' policy to ensure the safety and well-being of all its employees, volunteers and participants.

As Growing Roots works with vulnerable children, young people and adults and works in environments which may be isolated and where there are risks of injury due to the tools that are used, this policy recommends that lone working is avoided where possible. Volunteers must not be in a position where they are working alone either in a garden or working with project participants.

No employee or volunteer should lone-work where there is a known or possible risk of injury to themselves from a child, young person or adult.

If lone working has to be carried out under exceptional or unforeseen conditions, the following advice must be followed:

- Let someone else know where you will be and when you are expected to leave.
- The lone worker must carry a charged mobile phone with credit and know which number to ring in an emergency. Numbers will be located on risk assessment for that day/activity
- The lone worker must be medically fit to work on the site alone.
- The lone worker must carry a fully equipped first aid kit.
- Use of ladders and lifting heavy equipment, including compost bags weighing more than 25 kilograms is prohibited. Compost in large bags should be transferred to smaller bags and wheelbarrows should be used to avoid having to carry weighted material any distance.
- The lone worker should have telephone numbers of parent/carer/school of the young people/children that they are working with and local taxi firm.
- The lone worker must not give lifts in their car to any of the people they work with.
- The employee must have the permission of carers/parent/hosting organisation to lone work.