

## **New Unity CIO – lone worker/volunteer policy, November 2021**

### **Lone working**

**What is lone working?** Lone working at New Unity CIO occurs when you are at work in either the Upper Street building or the Newington Green Meeting House with nobody else in the building.

Lone working can pose an additional safety consideration for all staff, especially if they are working alone at night. Members of staff may require additional support from the organisation.

### **What to do if you are working alone**

**Letting your colleagues know:** if you are working alone, please let a colleague or your supervisor know a) when you arrive, and b) when you leave. You can do this in a direct message or email to them, or by posting in a group chat with colleagues.

If you receive a message from someone saying that they are working alone but then don't receive a follow-up message to say they have left, please check in with them.

**Putting personal safety first:** if there is an incident at a New Unity building while you are alone on site, you should put your personal safety first. If you are in immediate danger, please call 999. For less urgent support you can call the Minister or your supervisor, or in their absence you can call Nick on 075215 59425.

**If you are approached by someone who is homeless and needs assistance:** we have a link with a charity/shelter called Glass Door in central/west London. We can refer anybody

who is looking for shelter directly to them. There is a guide to that [here](#). You can also email or print out a copy of [this](#) guide.

### **Monitoring lone working**

As an organisation, we will do the following together to monitor our lone working procedures:

**Training:** we will keep in mind the possibility of training on how to deal with conflict, and look for opportunities for this.

**Reviews:** we'll make comments on the visitor tracking sheets and alert other staff and trustees if it becomes necessary. If a serious problem begins to emerge, we will consider methods such as reverting to booked events/tours only.