



LONE WORKERS POLICY

Date 01/11/2019

PURPOSE

To protect and minimise risk for all Impamark employees when working unsupervised and alone from the offices at No 1 Dammerwick Farm Burnham

ON LEAVING THE BUILDING

- Turn off all lights except for outside security light
- Shut all windows
- Secure Window Locks
- Turn off Fans not including server cooling fans
- Close Blinds
- Turn off all kitchen appliances
- Turn radiators down and/or boiler off on Thursdays for the weekend to reduce unnecessary oil consumption - weather dependent
- Turn answer phone on and activate alarm

OFFICE MANAGEMENT

- When opening the front door please use spy hole and door chain. Be aware of letting in strangers unannounced. If you have any doubts do not open the door
- Contact Nicky or John to let them know you are opening the door
- Contact again when back at your desk.
- Beware of shouting out information that informs others you are on your own e.g. "Sorry, hold on - **I am on my own**"
- In Winter months when it is dark in the early evenings, liaise with each other regarding leaving times so it is possible as far as is practical to leave together
- When making appointments with either customers or suppliers at the office liaise with others first to try to ensure that you are not on your own
- Ensure emergency telephone list on central wall in bold letters is upto date and includes the local police, landlord of the premises, Nicky and John in Spain etc
- Do not lift anything that is too heavy and causes undue strain
- Do not leave keys in the safe. Ensure a notice is kept on the door indicating that no money is

left overnight in this safe to prevent opportunistic thieves

- Do not leave handbags or valuables on display. Have your mobile telephone on the desk and leave bags and valuables in a shut drawer
- Do not use the stairs unnecessarily when on your own in the building
- In Winter months especially when it is dark park as close to the front door as possible

ANNUAL OFFICE CHECKLIST

First Aid Kit - to be placed in an accessible place in the main office.

Action	Date
First Aid Contents checked	January
PAT Testing	February
Boiler	March
Alarm	October
Fire Extinguishers	December

WORKSTATIONS

This is covered in our separate [H & S Policy](#) so please ensure you are up to date with it all.

Remember to check chairs, sitting at desk and computer terminals to ensure that you are complying with H & S regulations. John to check workstations bi-annually

Above all, common sense prevails and whatever is reasonably practical