

Be-Empowered Farm Futures

Keeping Safe Policy

All staff and volunteers at Be-Empowered Farm futures have a responsibility to consider the potential risks associated with lone working and are required to follow the safe working practice guidance below.

- ❖ Report to the designated officer (weekly rota will be published each Monday) any problems whilst working alone.
- ❖ Ensure the designated officer is made aware of your whereabouts at all times. The Lone Worker book should be completed at all times when leaving site. It will require you to add your name, contact number, destination, expected arrival time and time of return (if applicable).
- ❖ Ensure you have all Be-Empowered Farm Futures telephone contacts programmed into your mobile phone. Ensure your phone is fully charged when undertaking work as a Lone Worker.
- ❖ If leaving the immediate farm area but remaining on site please use the Walkie Talkies
- ❖ Arrange for someone to ring you at a predetermined time to check that you are safe if going off site
- ❖ Try to plan appointments etc. so that other people are in the building with you
- ❖ Keep valuables - handbags, cases, equipment etc. locked away in the allocated locker/cabinet.
- ❖ If you are assaulted or threatened contact the Police immediately on 999

Guidance on how to use Walkie Talkies will be added when applicable.