

JORVIK RADIO LONE WORKING POLICY

VERSION 2.1 - UPDATED 08.11.2023

1. Purpose

The purpose of this Policy is to provide a safe working environment for individuals who may be required to conduct radio broadcasting tasks and other related activities unaccompanied and without supervision.

2. Scope

This Policy applies to anyone who carries out work on behalf of Jorvik Radio, including (but not limited to) directors, presenters, producers, researchers, editors, administration, hosts, runners and salespeople.

3. Policy Statement

The Health, Safety and Welfare of individuals who may be engaged in lone working is of paramount importance, The Board of Directors takes its responsibility seriously and in doing so aim, so far as is reasonably practicable, to provide a working environment that is safe and without undue risk to health and wellbeing by paying particular attention to:

- 3.1 The provision and maintenance of broadcast equipment and systems of work that are safe and without undue risk to any person.
- 3.2 Conducting 'risk assessments' to ensure risks are identified and appropriate mitigations put in place.
- 3.3 Ensuring any individual who may be engaged in lone working are fully aware of, and conversant with, this policy and its associated risk assessments.
- 3.4 Ensuring that mechanisms are in place to account for and trace the whereabouts of any individual who works alone, and that these systems are regularly checked and reviewed.
- 3.5 Ensuring people who may be engaged in lone working are aware of their own responsibilities and that they perform their assigned duties safely by following appropriate procedures.
- 3.6 Ensuring anyone with a health condition or other special requirement(s) is assessed as to their suitability for lone working.
- 3.7 Providing appropriate training and support to all people involved in lone working.
- 3.8 Requiring all necessary individuals to read, acknowledge and abide by all risk assessments, safe systems of work, lone worker guidance and instructions to keep themselves and others safe.

4. General Requirements

- 4.1 A lone worker is deemed to be anyone who works by themselves without any supervision or any co-workers being present.
- 4.2 Jorvik Radio will identify all individuals who may be subject to lone working.

- 4.3 Lone workers must be aware of, and be compliant with, Jorvik Radio's risk assessment 'JR-RA-001' appertaining to lone working.
- 4.4 Communication with lone workers is vital; therefore they must carry a charged mobile phone at all times, even when accessing other areas of the building such as going to the toilet.
- 4.5 A lone worker should always keep a nominated person close to them informed that they will be working unsupervised, for example: their next of kin, a family member and/or friend. They should make them aware of the time they intend to start work and their expected finish time, and should maintain regular contact; suggested hourly.
- 4.6 Lone workers should inform their nominated person of the contact details of the Station Manager, such that they can contact them in the event the lone worker does not check as expected.
- 4.7 Lone workers should call and/or text their nominated person when they have completed their tasks and have left the building.
- 4.8 Lone workers should make themselves aware of the building's fire evacuation procedures and follow them in the event of a fire or other such security incident. In such an event, whether an incident or false alarm, the worker should contact the Station Manager as soon as it is safe to do so.
- 4.9 Lone workers should appraise themselves of the local weather conditions and make sure they wear appropriate attire to travel to and from the studios.
- 4.10 If travelling by public transport, lone workers should check timetables to ensure services are running when they need them. In adverse weather conditions they should check that all required services are still running.
- 4.11 On entering and exiting the building, lone workers should check the surrounding area for any abnormal activity and only enter/exit if it is safe to do so.
- 4.12 If the lone worker perceives an immediate risk to their physical wellbeing, they should not take any risks on entering and/or exiting the building. In such circumstances, they should stay put and if necessary, seek assistance from the police.
- 4.13 Under no circumstances should lone workers engage with any person who is potentially violent or threatening. It is Jorvik Radio's policy to walk away from such situations.
- 4.14 Lone workers should make the Station Manager aware of any medical conditions or any other reason that they have that may impact their ability to work safely on their own.

5. Accident and Health Guidelines

- 5.1 Lone workers should familiarise themselves with the first aid kit in the building, located in both the communal staff room (upstairs) and in the Café area (downstairs), and self-administer as far as is practically possible for any injuries and ailments sustained at work.
- 5.2 Any accident however minor, should be recorded in the Centre at Burnholme's accident log book (located nearby the first aid kits) and also reported via email to Jorvik Radio's Station Manager.

- 5.3 If in doubt as to the severity of an injury, the lone worker should seek immediate assistance by either calling NHS Direct on 111 or calling 999 for an ambulance.
- 5.4 Treating injuries:
 - 5.4.1 Minor cuts and bleeding – apply pressure and elevate the limbs above the heart if possible until the bleeding stops. Apply a suitable dressing and seek medical assistance if required.
 - 5.4.2 Burns – run the burn under cold running water for at least 15 minutes, apply a suitable dressing and seek medical assistance if required.
 - 5.4.3 Major cuts/bleeding – apply pressure to the wound, elevate if possible, apply a tourniquet if possible, and call for immediate medical assistance.
 - 5.4.4 Falls resulting in suspected broken bones – get comfortable, keep warm, immobilise the area/limb if possible and seek immediate medical assistance.
 - 5.4.5 Loss of consciousness – seek immediate medical assistance.
 - 5.4.6 Sudden feeling of dizziness or unwell – sit down on the floor and seek immediate medical assistance.

FORMAL ATTESTATION

I HAVE READ AND UNDERSTOOD THIS DOCUMENT IN ITS ENTIRETY AND AGREE TO THE CONTENT AND PRINCIPLES LISTED HEREWITHIN:

NAME: _____ DATE: _____ SIGNATURE: _____

RISK ASSESSMENT	Assessed by:	Date:	Assessment Details
	Adam Coggin	31.10.2023	Jorvik Radio - Lone Working JR RA 001

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK		
			L	S	R				L	S	R
Minor injury to individual in the course of work activity. For example, minor cuts, sprains and trips.	Studio	All individuals	3	2	6	LOW	<ol style="list-style-type: none"> All individuals are to be familiar and understand the safe systems of work. First aid boxes provided and periodically checked. Volunteers are to understand how to self-treat injuries or call for help. 	Nil	2	1	2
Major injury/illness to individual in the course of work activity. For example, major cuts, trips resulting in unconsciousness or broken bones, underlying health issues IE heart attacks.	Studio	All individuals	1	4	4	LOW	<ol style="list-style-type: none"> All individuals are to be familiar and understand the safe systems of work. First aid boxes provided and periodically checked. If a lone worker feels unwell before show then they should report this to the Station Manager and not come in. Likewise, if someone feels ill during their show then they should report it to the Station Manager, stop presenting and seek medical assistance if required. Individuals are to understand how to self-treat injuries or call for help. 	Nil	1	4	4
Physical attack / abuse / violence.	Studio	All individuals	1	4	4	LOW	<ol style="list-style-type: none"> Volunteers are to ensure they do not make themselves vulnerable to attack by taking on the following considerations: <ol style="list-style-type: none"> do not carry large amounts of cash, expensive jewellery or expensive equipment (laptops etc.) in plain sight. keep doors locked and do not allow anyone access if unsure of who they are. before leaving, visibly check outside the centre before unlocking the door to check for suspicious persons etc. - If you feel unsafe do not unlock the door, ring someone to meet you and ring the police on 111 or 999 as necessary. Volunteers are encouraged to report any significant act of abuse or violence directed towards them to the police. 	Nil	1	4	4

RISK MATRIX		SEVERITY	5	10	15	20	25		
LIKELIHOOD	SEVERITY		4	8	12	16	20		
1. Extremely Unlikely	1. Minor Injury/disease no lost time	3	6	9	12	15			
2. Unlikely	2. Injury/disease up to 7 days lost	2	4	6	8	10			
3. Likely	3. Injury over 7 days	1	2	3	4	5			
4. Very Likely	4. Specified Injury / Long term absence	LIKELIHOOD					Low	Medium	High
5. Almost Certain to happen	5. Death	1-8	9-12		15-25				