

# The Egham Museum Trust

## Lone Working & Personal Safety Policy

### Dates

First Approved: September 2017	Signed (on behalf of TEMT):    Date:
Last Approved: February 2021	
Next Review: January 2024	

### Introduction

The Egham Museum Trust ('TEMT') is committed to reducing the risks to its staff, contracted freelancers, volunteers and Trustees associated with lone working.

This policy applies to all staff and volunteers of TEMT, including Trustees, contracted freelancers, paid staff, volunteers, sessional workers, students or anyone working on behalf of or under the direction of TEMT (together 'Museum workers').

### What is lone working?

Lone working describes any situation whereby someone is not working alongside or near other team members. This could include any of the Museum workers. Due to the nature of some of the work, there are frequent occasions when an individual will be in a situation where he/she is working alone either onsite or offsite.

### Museum workers are expected to:

- take reasonable care of their own safety and that of others;
- raise any concerns with the Curator or a Trustee immediately;
- report any accidents, incidents, injuries or 'near misses';
- report any safety practices that might need to be improved or risks not otherwise identified;
- comply with all of TEMT's other policies as they are there to ensure overall safety and efficiency of The Egham Museum and the Museum workers.

**The Trustees are expected to:**

- Identify the risks associated with lone working;
- Give practical advice and clear guidance to Museum workers on how to avoid and manage risks associated with lone working;
- Developing the ability of Museum workers to anticipate risks and to manage and deal with them.

**Lone Working Onsite**

When The Egham Museum is open:

- There must always be two people on duty during Museum opening hours;
- If one person has to leave the building at any time (as opposed to leaving the Museum itself), the Museum will temporarily close.
- TEMT has provided a personal alarm for use by Museum workers if an incident occurs.

When The Egham Museum is closed:

- Ensure, when possible, that The Literary Institute's main external door is locked
- Notify colleagues if you plan to be at the Museum during closed hours (inform the Curator or update the calendar/timetable available in the Museum);
- TEMT has provided a personal alarm for use by Museum workers if an incident occurs.