

## **Lone Working Policy**

### **PURPOSE**

This policy is designed to alert our hirers, trustees and other volunteers to the risks presented by lone working on behalf of the CIO either inside or outside the hall, at any time. The policy describes procedures that will eliminate or minimise such risks.

### **PERSONAL SAFETY**

Our hirers, trustees and other volunteers should not assume that having a mobile phone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan to eliminate or manage risk. All reasonable precautions should be taken to ensure personal safety.

### **BUILDING SAFETY**

Our hirers, trustees and other volunteers, when working alone, must ensure that they:

- Take appropriate steps to control access to the hall and lock external doors to prevent unauthorised visitors
- Have a mobile phone and access to a first aid kit (First aid kits are located in the Main Hall, Kitchen and Meeting Room)
- Recognise and avoid tasks that may be too difficult or hazardous to be carried out alone.
- If there is any indication that the building has been broken into, call for assistance before entering.

### **LONE HIRERS**

Bookings for the hall by solo users are rare, but where they do occur the hirer will be expected to ensure they have a system in place to urgently obtain outside help, should the need arise. Lone hirers will also be expected to arrange and ensure that a third party is aware of their lone presence at the hall, so that if they fail to return at an agreed time then their absence can be promptly investigated.

### **CONTRACTORS**

Contractors should maintain their own lone working policy which must be adhered to at all times and should not conflict with this policy if it compromises safety or security. Contractors must sign a PERMIT TO WORK and declare that they will comply with their lone working policy, illustrated in the permit.

### **PROCEDURES TO REDUCE RISK**

Our hirers, trustees and other volunteers should NOT work alone at the hall. If this is unavoidable the following procedures should be adhered to:

- a contact person has been notified of their planned work, and the time they expect to finish
- the contact person is informed when they have finished and will take appropriate action if they do not hear by the agreed time.
- Carry a charged mobile phone to allow an emergency call to be made
- Be aware of potential hazards and risks to which he or she might be exposed
- Know what to do if something goes wrong

### **EXAMPLES OF HIGHER RISK WHERE LONE WORKING SHOULD BE AVOIDED**

This is not an exhaustive list.

- Show rounds of hall with persons unknown. These should always be carried out by a trustee with at least one other person accompanying.
- Accessing the hall attics should only be carried out with at least one other person in attendance.
- Electrical work should only be carried out with at least one other person in attendance.