ROTHERFIELD VILLAGE HALL

Lone Working Policy

Adopted by the Management Committee on:

Review date:

Policy owner: Sharon Turner – Chair of Management Committee

1. Purpose

The Management Committee of Rotherfield Village Hall (the "Hall") is committed to the health, safety and wellbeing of individuals who work alone in the Hall.

'Lone working' means any situation in which a person works without close or direct supervision, or without another person present, for all or part of their activity. At the Hall this typically applies to those listed in Section 3.

2. Legal Context

Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Hall's Management Committee, as the body responsible for the premises, has a duty to assess and manage risks to anyone affected by its activities, including those who work alone. There is no law prohibiting lone working, but the Committee seek to show that potential risks have been assessed and that suitable controls are in place.

3. Scope

This policy applies to:

- All Trustees and Management Committee members
- The cleaner
- Hirers and their representatives insofar as the Hall can reasonably influence their arrangements through the hire agreement

The Management Committee, as part of its Risk Assessment, has made the reasonable assumption that Contractors working in the Hall have their own Lone Working policies and are therefore not within the scope of this policy.

4. Responsibilities

The Management Committee will:

- Ensure this policy is reviewed annually or after any relevant incident
- Ensure this policy is communicated to everyone listed under Section 3
- Review any incidents or near-misses involving lone workers and update controls as necessary
- Maintain an up-to-date list of key holders
- Ensure emergency contact details are current and accessible
- Monitor that check-in/check-out arrangements (Section 5) are being followed

Individuals working alone will:

- Follow the procedures in this policy (Section 5)
- Report any hazard, incident, near-miss or concern to the Management Committee as soon as possible
- Not undertake any task alone that this policy identifies as unsuitable for lone working (Section 6)

5. Safe Working Procedures

5.1 Check-in / check-out

Anyone working alone at the Hall, particularly outside normal daytime hours, should:

- Tell someone where they are going and what time they expect to finish

5.2 Communication

- A charged mobile phone must be carried at all times when working alone
- Emergency contact numbers (see section 8) should be saved in the phone

5.3 Access and security

- Doors should be kept locked while working alone in the building
- Keys should not be left in locks

5.4 Timing

- Where possible, lone working should be scheduled during daylight hours
- Evening or early morning lone working should be avoided

6. Tasks Not to Be Carried Out Alone

The following must never be undertaken by a lone worker and require at least two people present:

- Working at height above the first rung of a step stool (e.g. changing high light fittings, hanging decorations from the ceiling, roof or gutter inspections)
- Moving heavy furniture, staging or storage items
- Any electrical or gas work

7. Emergencies While Working Alone

If a lone worker feels at risk, or is in need of help, they should:

1. Call 999 immediately if there is a risk to life, fire, or crime in progress
2. Contact another key holder
3. If unable to call, leave the Hall and go to a safe location before calling for help

8. Emergency Contacts

Emergency contact numbers and key holders' names and telephone numbers can be found on the notice board in the Main Hall.

9. Information

Everyone covered in Section 3 will have access to a copy of this policy via the Hall's website.

10. Incident Reporting

Any incident, injury, near-miss or safety concern arising while working alone must be reported to the Management Committee as soon as possible and recorded in the Hall's accident/incident book, which is kept in the Bar Kitchen with the First Aid kit. The Committee will review the report, update the risk assessment if needed, and consider whether further controls are required.

11. Review

This policy will be reviewed annually by the Management Committee, or sooner following any incident, near-miss, change in legislation, or significant change to the building or its use.

Approved by the Rotherfield Village Hall Management Committee

Signed: _____ Date: _____

Position: Chair of Trustees