



YARPOLE PARISH HALL

LONE WORKING POLICY

There is a greater risk for lone workers without direct supervision or anyone to help them, if things go wrong. A lone worker is someone who performs an activity that is carried out in isolation from other persons.

Yarpole Parish Hall has Committee members and a contractor (cleaner) who may work alone, as a part of their role. This may be when opening up or closing up the Hall for hirers, cleaning the Hall, undertaking the Weekly Checks, managing the library and printing facilities, and other ad hoc activities, which occur from time to time.

The Committee will ensure, so far as is reasonably practicable, that Committee members and contractors who work alone or unsupervised appreciate the health and safety risks involved with working alone.

This Policy provides guidance and good practice to help increase our focus and minimise the risks to our lone workers.

Yarpole Parish Hall's Committee members and contractors 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.

POTENTIAL HAZARDS

- Accidents or emergencies arising out of the work e.g. when performing tasks at height, using ladders/stepladders, lifting equipment, spillage of cleaning fluids etc.
- Show-rounds of hall with persons unknown.
- Sudden illness.
- The possibility of abuse, threats or assaults visitors to the Hall, when no-one else is present.
- Becoming concerned about the presence or behaviour person(s) outside the Hall especially when leaving the Hall at night.
- Feeling of isolation that might require extra support.
- 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.

This is not an exhaustive list.

MANAGING THE RISKS OF LONE WORKING

Yarpole Parish Hall has a Health & Safety policy which covers guidance on safe working. Committee members and employees are encouraged to raise specific concerns or queries with the Committee.

Committee members and employees should not work alone however, there are activities where this is unavoidable, and the following procedures should be adhered to:

- a contact person (family, friend, other Committee Member) 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.
- Take appropriate steps to control access to the hall and lock external doors and windows to prevent unauthorised visitors
- Have a charged mobile phone to allow an emergency call to be made.
- Have access to a First Aid kit (located in the Kitchen)
- Recognise and avoid tasks that may be too difficult or hazardous to be carried out alone.
- Show-rounds of hall with persons unknown should be carried out by a Committee member with at least one other person accompanying
- If there is any indication that the building has been broken into, call for assistance before entering.
- Ensure they have the telephone numbers of people who can be contacted in case of emergency e.g. other Committee members, family, friends.
- Be aware of potential hazards and risks to which they might be exposed
- Know what to do if something goes wrong
- Ensure that keys are secure and not accessible to members of the public
- Ensure that they have a safe means or route of escape from any part of the building they are working in.
- Call a Committee member, or if not available the emergency services, if they are anxious about their safety.
- Report any incidents to the Chair as soon as practical after the event.
- Ensure that all windows and doors are locked when leaving the building.
- Ensure that all electrical equipment used and not required is turned off when leaving.
- Working at height e.g. using a step stool or ladder should be avoided without another person present.

REPORTING

This policy will be reviewed annually.

The policy will be shared with all Committee Members, staff and any volunteers likely to be working alone at the Parish Hall. Contractors should have their own lone working arrangements.

Any incidents should be recorded in the Comments book, kept in the kitchen, and reported to the Chair. A follow-up should be undertaken for any incident to understand causes and how to avoid a reoccurrence and to update this Policy, if necessary.