



## Lone Workers Policy

### 1. Introduction

Exeter Street Community Hall Ltd (ESCH) has a legal and moral responsibility to effectively manage the risks associated with individuals using the Hall.

ESCH must ensure the safety of anyone who works alone, whilst carrying out their duties for the Society or who hires the Hall.

### 2. Aim

ESCH will raise awareness amongst all employees, hirers and volunteers of procedures that must be used to reduce the levels of risk associated with working alone.

### 3. Scope/Definition of Lone Working

A lone worker is defined as any employee, hirer or volunteer who is in the Hall alone.

### 4. Statement

ESCH is committed to ensuring compliance with legal requirements and that the Hall is a safe place to work and hire.

### 5. Implementation

The safety of employees, hirers and volunteers is of paramount importance and ESCH will ensure that:

- A risk assessment is undertaken for lone working, which determines and prioritizes actions and resources to minimize identified hazards.
- Advice and guidance will be provided to employees, hirers and volunteers covering personal safety and security aspects for lone workers.

### 6. Organisational Responsibilities

Overall responsibility for implementing this policy lies with the Management Committee.

Directors are responsible for:

- Ensuring consistent application of the policy
- Ensuring sufficient resources are available to support the application of lone worker procedures across ESCH.

The Manager is responsible for briefing hirers.

### 7. Risk Assessment

Although there is no legal requirement for a written risk assessment, lone working is included in the risk assessment completed as part of the ESSH Health and Safety Policy.

In summary, employees, hirers and volunteers are at risk of harm from:

- Intruders
- Accidents

Although the frequency of risk is assessed as 'low', the impact of harm could be serious and even life-threatening.

## **8. Procedures**

For all lone workers:

- The front door must be single locked whenever anyone is alone in the building
- Employees, hirers and volunteers must have their mobile phone with them when alone in the Hall.

The following activities must not be undertaken by employees, hirers or volunteers working on their own:

- Use of ladders or the tower
- Use of power tools.

Employees and volunteers must:

- Ensure they have read the Lone Worker policy and [HSE Publication on Lone Working](#) annually
- Report any incidents concerning lone working to enable procedures to be reviewed and revised.

Hirers must:

- Be briefed on lone working procedures through the Health and Safety Briefing given to all hirers by the Manager.