



Lone Workers Policy

1. Introduction

Exeter Street Community Hall Ltd (ESCH) has a legal and moral responsibility to manage the risks associated with individuals using the Hall. One aspect of this responsibility is that ESCH must do whatever it can to ensure the safety of anyone who works alone in the Hall, whether as an employee, a volunteer or a hirer.

2. Aim

ESCH will raise awareness amongst all employees, volunteers and hirers 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, volunteer or hirer who is in the Hall alone.

4. Implementation

ESCH will ensure that:

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

5. 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.

6. 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.

7. Procedures

For all lone workers:

- The front door must be single locked whenever anyone is alone in the building.
- Employees, volunteers and hirers 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 read the Lone Worker policy annually and annually.
- Report any incidents concerning lone working to the Manager in order 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.

8. External Links

Information on all aspects of lone working and safety is provided by the [Health and Safety Executive \(HSE\)](#).

The [HSE Publication on Lone Working](#) (2020) provides a summary of information on lone working and safety.