

Preamble

The Management Committee of Clapham-cum-Newby Village Hall takes steps to ensure the safety of all users of our facilities, including those who are performing work in or around the building on the Committees behalf either as volunteers or contractors.

Version and modification history

This policy was initially approved in 2024 as part of our overall review of the way in which we operate, having regard to the standards which should properly be applied. This is version 2, created in August 2025 to accompany the new Fire Safety Policy. It will be reviewed every three years.

Policy

1. Purpose

The purpose of this policy is to ensure the safety and well-being of lone workers who may be required to work alone in Clapham cum Newby Village Hall. This policy outlines the procedures, responsibilities, and precautions to be taken to minimise risks associated with lone working.

2. Definitions

- **Lone Worker:** Any trustee or volunteer who works in isolation without direct supervision or immediate assistance from others.
- **Management Committee:** The designated group responsible for overseeing lone worker safety and implementing this policy.

3. Risk Assessment

See Appendix I, below, and the specific risk assessments which accompany the Health & Safety and Fire Safety Policies.

4. Control Measures

- **Regular Check-Ins:** Lone workers will establish a regular check-in procedure with a member of the Management Committee, which may include specific time intervals or digital check-in systems.
- **Communication Devices:** Lone workers will be asked to have their mobile phone with them whilst in the Hall.
- **Emergency Procedures:** If an emergency occurs whilst someone is lone working in the Hall, they must follow the proper drill and then immediately contact a member of the Management Committee.
- **Training and Information:** Lone workers will receive appropriate training and information on potential risks, emergency procedures, and how to use communication devices.
- **Safe Working Practices:** Lone workers will follow established safe working practices and procedures, including any relevant health and safety guidelines, including those described in the Health & Safety Policy and Fire Safety Policy.
- **Fire Safety Logbook:** During any periods of work inside the hall, Lone Workers will act as their own Fire Safety Managers and must sign in and out of the Fire Safety Logbook accordingly.

5. Health and Well-Being

The physical and mental well-being of lone workers will be considered. They will be encouraged to report any concerns related to their health or safety.

6. Reporting Incidents

Lone workers are required to promptly report any incidents, near-misses, or concerns related to their safety or well-being to a member of the Management Committee

7. Review and Update

This policy will be reviewed regularly to ensure its effectiveness. Any necessary updates or improvements will be made based on feedback and changing circumstances.

8. Implementation

This policy will be communicated to all relevant trustees and volunteers, and training will be provided as necessary. Lone Working is to be a last resort and generally discouraged.

Appendix

I. Risk Assessment for Lone Working in the Hall

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by Whom?	Action by When?	Done
Getting locked in by others either accidentally or on purpose	Lone Workers trapped in the hall	Providing emergency exits. Encouraging lone workers to have their mobile phone and their main door key on their person whilst in the hall and have the lights switched on	None	n/a	n/a	n/a
Injury from Fire	Lone workers may be trapped and suffer burns and smoke inhalation.	Fire risk assessment and accompanying Fire Safety Policy in place. Fire alarm system fitted	Fire alarm system, emergency lighting and fire equipment serviced annually	Committee	Annual Service in Spring plus regular operation tests carried out	ongoing
Being injured during course of lone working and needing assistance	Lone workers requiring help following injury	Encouraging Lone Workers to have regular check ins with a member of the committee and to keep their mobile phone with them at all times	Keep Lone Working to a minimum	All	Ongoing	n/a
Attack by unauthorised persons entering the hall	Lone workers being harmed by other persons	Discourage Lone Working where possible. Lone Workers to lock themselves in if they feel safer as long as someone knows there are there and regular check in's are being made.	None	n/a	n/a	n/a