

## **PROCEDURE FOR WORKING ALONE ON THE PREMISES**

All staff, hirers and sessional workers are expected to comply with the terms of Community Association for West Hampstead's (CAWH) Health and Safety Policy and Procedure of March 2023.

There will be times when the CAWH part of the premises in the Community Hall, Dornfell Street, has only one member of staff, hirer, sessional worker or volunteer in the building. This requires vigilance on the part of that person to ensure that no-one gains admission that may present a physical danger to that person or to the premises or contents in any way.

On Monday to Friday, between the hours of 8.15 to 5.30, the staff of Sington Nursery are working on the ground floor of the building. The Nursery entrance is in Broomsleigh Street and, though they should sound the fire alarm if any fire starts in their premises, they are not able to help in the event of someone gaining entry to CAWH's part of the premises.

In order to provide protection to anyone in the building and to the premises and contents, the front door is to be kept closed at all times. It will only be double-locked by the last person leaving CAWH. It will therefore be closed but not be double locked when there is anyone in the CAWH premises; this is in order that the door can be opened by the video handsets in the main hall on the first floor or in the office at the top of the building.

If a member of staff, hirer, sessional worker or volunteer is alone in the CAWH part of the building, they must only use the video handset if they are certain about the identity of the person trying to enter. In the case of any doubt, the member of staff, hirer, sessional worker or volunteer must go downstairs with a front door key and enquire through the door who the person is, and what their business is at the Centre. If there is any doubt about security, such as the person not having an invitation or appointment to attend, s/he should be asked to return when the centre manager is available.

### **Training**

All lone workers should receive training on security protocols, emergency response, and use of video entry system.

### **Emergency procedures**

Fire: Evacuate immediately, call 999, alert nursery staff if safe. Medical: Call 999, use first aid kit. Aggression/Threat: Do not engage, leave safely, call police.

**Agreed** at a meeting of the Trustees on.....(date)

Date to be reviewed .....March 2027.....(date)

Signed by: .....(name) .....Chair.....(position)

**Connected policies and documents:**  
**HEALTH AND SAFETY POLICY & PROCEDURE**

Revised March 2023