



Clenchwarton Memorial Hall Lone Working Policy

1. Introduction

Clenchwarton Memorial Hall is committed to ensuring the safety and wellbeing of all employees, volunteers, and caretakers who may be required to work alone. Lone working presents unique risks, and this policy sets out the hall's expectations, procedures, and control measures to minimise those risks. The policy supports compliance with the Health and Safety at Work Act 1974 and associated regulations.

2. Scope

This policy applies to all individuals undertaking work on behalf of Clenchwarton Memorial Hall, including employees, volunteers, caretakers, trustees, and contractors when operating alone within the building or while carrying out hall-related duties off-site.

3. Definition of Lone Working

Lone working refers to any situation in which an individual is working without direct supervision or without other people present who could offer immediate assistance in the event of an incident.

Typical lone working scenarios include:

- Cleaning, caretaking, or maintenance tasks undertaken alone
- Administrative or office work carried out in the building
- Locking or unlocking the premises as the first or last person present
- Meeting members of the public, hirers, or contractors without another person on site
- Travelling for hall-related purposes such as banking, collecting equipment, or attending training

4. Risks Associated With Lone Working

Lone workers may be exposed to increased or specific risks, including:

- Sudden illness, injury, or accidents
- Working at height using steps or ladders
- Threats, abuse, or unexpected visitors
- Security concerns when locking or unlocking the building
- Feelings of isolation or inability to summon help quickly
- Fire, electrical, or environmental hazards

A risk-aware approach is essential to ensure safe working practices.

5. Policy Principles

Clenchwarton Memorial Hall will:

- Promote awareness of lone working risks among all relevant individuals
- Implement and maintain clear procedures for safe lone working
- Ensure secure access controls, alarm systems, and building safety measures
- Require lone workers to have reliable means of communication
- Maintain the building and equipment in a safe condition
- Record, investigate, and review any incidents involving lone workers

6. Responsibilities

6.1 Trustees and Committee

- Ensure this policy is implemented, reviewed, and updated as necessary
- Provide appropriate guidance and support to lone workers
- Maintain building security and safety systems

6.2 Lone Workers

- Follow all procedures outlined in this policy
- Take reasonable care for their own safety
- Report hazards, incidents, or concerns promptly
- Use equipment safely and responsibly

7. Lone Working Procedures

Anyone working alone in the hall or on hall business must follow these procedures:

- Inform a trustee, colleague or family member of their location and expected finish time
- Keep a fully charged mobile phone with you at all times
- Do not work at height unless another person is present
- Ensure all doors and windows are securely closed while inside the building
- Maintain a clear and unobstructed escape route at all times
- Do not allow unknown individuals to enter the premises
- Report any incidents, concerns, or near misses to the hall committee
- On leaving, ensure the building is securely locked and unnecessary electrical equipment is switched off

8. Incident Reporting

All incidents, near misses, or safety concerns involving lone working must be reported to the Hall Committee as soon as possible. Reports will be reviewed to identify improvements to procedures or building safety.

9. Review of Policy

This policy will be reviewed annually or sooner if significant changes occur in legislation, hall operations, or incident patterns. Amendments will be approved by the Hall Trustees

Clenchwarton Memorial Hall Management Committee

Adopted: July 2026

Review Date: July 2027