Uplyme Village Hall

Lone Working Policy

1. Purpose
To ensure the health, safety, and welfare of staff, volunteers, or contractors working alone in the village hall.

2. Scope
Applies to any individual who enters, works, or stays alone in the hall without direct supervision or assistance.

3. Definition of Lone Working
Lone working means working without close or direct supervision or immediate support from colleagues or others.

4. Risks Associated
- Medical emergencies or accidents without immediate help
- Physical security risks (break-ins, intruders)
- Stress or mental health concerns
- Equipment-related injuries (e.g., ladders, electrical tools)

5. Responsibilities
- Committee Responsibility
- Assess and reduce risks of lone working
- Provide training or guidance
- Ensure emergency procedures are in place.

6. Lone Workers
- Follow procedures and safety measures.
- Inform someone of their presence and expected time.
- Keep a mobile phone accessible.
- Avoid hazardous tasks when alone, e.g. working at height.

7. Safety Procedures
- Sign in/out system or check-in by phone/text with a designated person.
- Emergency contact numbers must be posted clearly.
- Fire exits must remain accessible.
- First aid kit available and easily accessible.
- Doors and windows should be secured whilst working
- No lone working at night unless approved

8. Emergency Procedures
- Lone worker should call emergency services in any unsafe situation.
- Emergency contact should be notified if a lone worker doesn't check out as expected.