

Mileham Village Hall

Lone Worker Policy

Purpose and Scope

The purpose of this policy is to set out the approach of the Mileham Village Hall Management Committee (the Committee) with regard to any lone working associated with the Mileham Village Hall (the Hall).

A lone worker may be defined as any employee who is required to work alone or with minimal supervision. In line with the Hall's founding deed, the Mileham Village Hall Management Committee is composed entirely of volunteers with no direct employees to whom this definition may apply.

However, for the avoidance of any confusion the committee has chosen to set out its requirements with respect to any individual who may for any reason be expected to work alone in the Hall, irrespective of their employment status.

Contractors and Self Employed Workers

From time to time the committee may ask contractors or self employed individuals to undertake work relating to the Hall. Examples of this may include (but are not limited to) the services of qualified professionals such as electricians or plumbers, window cleaners and/or other maintenance workers.

Wherever possible such workers should not work alone. Where lone working is unavoidable (for example, to permit the delivery of a service by a self employed individual) then as a minimum the following provisions must be adhered to:-

- i. All contractors and/or self employed workers will be responsible for carrying out an appropriate risk assessment prior to undertaking any work. They must also ensure that any subsequent lone work is carried out by an appropriately qualified/trained person using safe systems of delivery. It is the responsibility of the contractor and/or self employed person to ensure that any tools or materials used in the course of the work are well maintained, fit for purpose and used only in accordance with any relevant and applicable safe handling guidance.
- ii. Safe delivery systems must include, where applicable, the provision by the contractor/self employed worker of any necessary protective clothing, eye protection and/or safety footwear.
- iii. Contractors and/or self employed workers are responsible for ensuring that there is a system in place to enable lone workers to urgently make contact should they unexpectedly require help, for example by mobile 'phone. Equally, contractors and/or self employed workers should ensure that a third party is aware of their lone working presence at the Hall so that if they fail to make contact or return to base/home when expected then their absence can be promptly investigated.

Commercial firms may, in addition to the above, have to comply with specific additional legislative requirements. Nothing in this policy should be read as in any way mitigating the need for any such compliance.

Volunteers

In addition to the Committee, the Hall enjoys the support of other ad hoc volunteers known collectively as the Friends of Mileham Village Hall (the Friends). Normally neither the committee members or any of the Friends will be expected to undertake any lone activity in the Hall. However,

there may be occasions where one person carrying out a task alone may be risk assessed as being a practical and low risk approach. For example, briefly visiting the Hall to program the heating would normally only require the input of one person, providing that person was fully able and competent to undertake the role.

In such circumstances, the approach taken should prioritise the safety of the lone volunteer. No volunteer should ever be asked (or agree) to undertake any lone role that s/he feels would be in any way detrimental to his/her health or well being or which they do not believe themselves to be fully competent or equipped to undertake.

Any decision by a volunteer not to undertake a lone role, on any grounds, will be fully respected and supported by the committee.

Individual volunteers visiting the Hall alone must ensure that there is a system in place to enable them to urgently make contact should they unexpectedly require help. Individual volunteers must also ensure that a third party is aware of their lone presence at the Hall so that if they fail to make contact or return home at an expected time then their absence can be promptly investigated.

Irrespective of whether they are alone or part of a group, all volunteers are expected to ensure that whilst visiting/using the Hall they take all necessary precautions to ensure their own safety and that of others. Where appropriate this will include undertaking risk assessments and acting in accordance with this and any any other applicable Hall policies.

Visitors/Hirers

It is not envisaged that any visitor/hirer will be required to undertake any 'work' with regard to the ongoing maintenance or usage of the Hall. Any such faults or problems should be reported to a member of the committee who will arrange for the situation to be addressed.

Bookings for use of the Hall by solo users are rare but where they occur the hirer will be expected to ensure that they have a system in place to urgently obtain outside help, should the need arise. Lone hirers will also be expected to ensure that a third party is aware of their lone presence at the Hall so that if they fail to make contact or return to base/home when expected then their absence can be promptly investigated.

Irrespective of whether they are alone or part of a group all visitors/hirers are expected to ensure that whilst visiting/using the Hall they take all necessary precautions to ensure their own safety and that of others. Where appropriate this will include undertaking risk assessments and acting in accordance with the Hall terms and conditions of usage and its associated policies including, where applicable, the Children and Vulnerable Adults Protection and Safeguarding Policy.

Policy Adoption and Review

This policy was formally adopted by Mileham Village Hall Management Committee on the 11th September 2018 and will be reviewed on an annual basis.

All policies of the Mileham Village Hall Management Committee are available to the public via the Mileham website at www.mileham.info