

Mortimer Hall Health & Safety: Lone Working Policy

1. Scope and Purpose

This policy used together with the procedures on lone working and staying safe will enable individuals to appreciate the particular risk associated with lone working and to ensure that safety precautions and emergency procedures are understood. It will also assist workers to recognise and respond correctly to hazards arising during lone working.

Throughout this policy, the terms;

- **Committee** Refers to the Marston Village Hall Management Committee.
- **Premises** Refers to the Mortimer Hall
- **Staff** Applies to all paid and volunteer workers.
- **Visitors** Applies to all hirers their guests/patrons or invited contractors/workers.

2. Legal requirements

The Health and Safety at Work Act 1974 places a duty on The Committee to ensure its staff are given sufficient Information, Instruction and Training as is necessary to work with a minimum risk to health and safety.

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks involved with activities at work, which must be written down. Lone workers may be at greater risk and therefore particular care must be taken to ensure that a safe system of work has been devised and that the employee fully understands the relevant safety arrangements.

The Committee has produced a "Health and Safety Policy Statement" for Lone Workers, which details the high regard for, and responsibilities for the health and safety and welfare of its staff and visitors.

3. Health and Safety Policy Statement for lone workers

General Policy

The Committee will ensure, so far as is reasonably practicable, that all staff and visitors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by lone working.

Lone working exposes individuals and others to certain hazards. The Committee's intention is either to entirely remove the risks from these hazards or where complete elimination is not possible to reduce them to an acceptable level.

Arrangements for improving the Health and Safety of Lone Workers

Assessment of risks of lone working carried out under the Management of Health & Safety at Work Regulations 1999 will confirm whether one unaccompanied person can actually, do the work safely. This will include the identity of hazards from, for example means of access and/or egress, plant, machinery, goods, substances, and the environment.

Particular consideration will be given to: -

- a) The remoteness or isolation of the workplace
- b) The problems of communication
- c) The nature of injury or damage to health anticipated "worse case" scenario

Information and Training

Staff will have available all necessary Information, Instruction and Training to enable them to understand the hazards and appreciate the risks involved with lone working. Individuals will be required to follow the safe working procedures devised which include first aid arrangement, communication, procedures, and awareness of emergency procedures to avoid placing themselves at risk. All staff will be required to co-operate with these efforts to ensure safe working and to report any concerns to the hall manager or any member of the Committee.

Safe system of Work

The Committee has developed policies and procedures to control the risks and protect the Staff who should know and follow them. Apart from individuals being sure that they can do the job on their own the three most important things to be certain of are that: -

- a) The lone worker is aware of the hazards and risks to which they are being exposed to.
- b) The lone worker knows what to do if something goes wrong.
- c) Someone else knows the whereabouts of a lone worker and what they are doing.

Procedures for lone working

- > Lock the main entrance door whilst inside the premises to stop any third-party intrusion.
- > Keep mobile phone on your person with contact numbers in case of emergency.
- > Know the location of COSHH information, first aid kit, eyewash station and accident book.
- > Wear the appropriate Personal Protection Equipment supplied.
- > No lone working at height.
- > No untrained staff or visitors to use ladders / steps or to work at height.
- > Review job description and risk assessment with the Premises manager.

Review. All procedures and policies will be reviewed annually, committee members will be reminded when the review is due so that any updates or changes can be discussed/made at the February meeting – this allows time to amend the procedures and policies (if necessary) so we can re-adopt them at the meeting following the AGM.