



Roseisle Hall Lone Working Policy

Roseisle Hall is committed to the Health and Safety of all Trustees, employees, volunteers and hall users.

This policy is in place to minimise risks to Trustees, workers, users and volunteers who may need to work alone and clearly lay out the responsibilities each person has in this situation.

Lone workers are defined as follows:

Trustees, employees, volunteers or hall users in the hall building or grounds:

- Who are working out of sight and earshot of another person
- Who are working alone on the premises or in the grounds

The potential risks faced by a lone worker include:

- Sudden illness or physical accident which makes the lone worker unable to carry out appropriate first aid on themselves or to call for medical assistance
- Fire
- Lack of training
- Threat of abuse or physical violence from another person
- Theft and threat of abuse or physical violence from intruders
- Accusations of inappropriate behaviour when there are no witnesses

Principles

The Hall recognises that there are times when lone working is necessary, therefore we will carry out the following to ensure the safety of hall personnel. We will:

- Carry out a risk assessment on the safety of the building to see if it can be improved. E.g. improve lighting, ensure door locks are adequate and carry out any maintenance
- Ensure all First Aid kits are clearly signposted.
- Have a clear procedure for lone workers to raise the alarm if an incident occurs and have a means of communicating easily with others if an issue arises.
- Clearly lay out the responsibilities of anyone carrying out lone working

Responsibilities of a lone worker

A prerequisite of lone working is that all Trustees, employees, volunteers and hall users are aware of and can activate and follow the Health and Safety procedures laid out by Roseisle Hall in the event of a fire; threat of abuse and/or physical violence; injury or an intruder. These include a knowledge of basic First Aid, the location of the First Aid boxes and a familiarity with the contents; updated knowledge of emergency exits on the Hall premises and an awareness of who to call in the event of an emergency.

No person Adult or young person under the age of 18, who is classified as vulnerable themselves or who has a health condition which may lead to sudden collapsing or an inability to follow the Health and Safety procedures laid out may undertake lone working.

A lone worker:

- Should not take any undue risks in regard to their own health and safety and the health and safety of others
- Should safeguard the safety of other people affected by their work.
- Should not undertake repair works, use maintenance equipment or work at heights without another person present.
- Should be aware and have taken account of the potential risks before commencing any lone working task.
- Should refer to the Hall Health and Safety officer for advice if it is unclear if their lone working task will present any undue risk. If the Hall Health and Safety officer assesses the task to be an unacceptable risk, the task will not go ahead without control measures in place to reduce the risk to an acceptable level.
- Should not misuse equipment provided for their health and safety. Must report all accidents, incidents, near-misses and dangerous occurrences.
- Co-operate with the Health and Safety procedures laid out by Roseisle Hall.
- Should use tools and equipment properly in accordance with any training they have been given.
- Lone workers should always ensure that someone is always aware of their whereabouts and an approximate time when the job will be completed.
- Lone workers should always have their mobile phones on them, charged and in good working order. No job should be undertaken if the lone worker does not have a working mobile phone on their person.

In the case of an incident (whether it be minor or major) whilst lone working on the hall premises a lone worker must contact Hilary Stewart [H&S officer]. In the case of emergencies contact 999. The incident should also be reported in person to the Health and Safety officer and logged in the incident book