

# Chittlehampton Village Hall

## Lone Workers Protection Policy

Registered Charity: 1200197

### Introduction

A Lone Worker in respect of this policy is any employee or contracted worker of the charity and any volunteers working in support of the charity and of its user groups.

Our policy is to:

1. require all users of the Hall, including Lone Workers, to comply with the provisions of our Risk Assessments
2. require that no Lone Worker should undertake any function that is identified in the Risk Assessments (or in their own best judgment) as having a risk that could leave them incapacitated in the Hall and unable to call for help.
3. assess the risks to Lone Workers and take steps to avoid or control these risks.

### Procedure to Reduce Risk

In compliance with this policy, any employee or volunteer considering using or working in the Hall engaged in activities with a potential risk should not do so alone (and so not be Lone Worker); or

- only do so alone if they have notified a contact person outside of the Hall of their planned work, the time they expect to complete it,
- to let that person know when they have completed it and to require that person to take appropriate action if they do not hear by the advised time.
- have a mobile phone to allow an emergency call to be made
- not undertake work that involves risk for which they are not competent to assess and manage and in any event to not undertake any such work that could incapacitate the Lone Worker.
- be aware of potential hazards and risks to which he or she might be exposed
- know what to do if something goes wrong

Commercial firms engaged to undertake work within the Hall are not covered by this policy but should comply with the relevant legislative requirements covering their activities.

This policy should be read in conjunction with

- Village Hall's Health and Safety Policy,
- Hirer's Health and Safety Terms and Conditions
- General Use Risk Assessment
- Fire Risk Assessments

hardcopies of which are available in a folder in the Village Hall kitchen, or can be obtained from the website – [www.chittlehamptonvillagehall.co.uk](http://www.chittlehamptonvillagehall.co.uk)

Policy		Finance Policy and Procedures
Adopted		December 2022
Date Reviewed		September 2023
Next Review Date		September 2024