

Glentworth Village Hall  
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# **GLENTWORTH VILLAGE HALL POLICY and PRINCIPLES LONE WORKER**

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## 1 DEFINITIONS

GVH	Glentworth Village Hall
Lone worker	A lone worker is anyone who works in isolation from their colleagues without close or direct supervision. At Glentworth Village Hall this might include, a member of Management.
Management	GVH Committee
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

## 2 SCOPE

The application of the policy and principles are restricted to:

- i) activities by Users of GVH held within the building; and
- ii) activities external to the building, which are a necessary extension of activities described in i) above.

## 3 POLICY

The aim of this policy is to ensure, so far as is reasonably practicable, that personnel who operate alone are not exposed to risks to their Health and Safety and to outline the steps to reduce and improve personal safety to personnel who work alone.

The policy also aims to raise awareness of safety issues relating to lone working.

The objectives of this policy are to ensure:

- Lone workers are identified.
- That risks inherent in lone worker situations are assessed and suitable precautionary measures taken.
- There is a local safe system of work which:
  - records the whereabouts of lone workers.
  - tracks the movement of lone workers.
  - follows an agreed system for locating personnel who deviate from their expected movement pattern.
  - identifies when lone working is no longer appropriate

The GVH committee is available to provide advice to staff on any aspect of the policy and procedure.

## 4 PRINCIPLES

Responsibilities for the health and safety of lone workers are allocated as follows:

### 4.1 Management

- Ensure the management of Lone Working within the Organisation is adhered to under the Health and Safety Policy.
- Maintain a log of the locations of employees considered to be lone workers
- Maintain contact with personnel that work alone, both internally and externally.
- Implement systems to identify those personnel who do not report or return at the expected time.
- Ensure systems are in place to take action to contact/locate personnel that have failed to make contact or return at the expected time.
- Raise the appropriate level of alert/alarm and inform the manager on call if staff cannot be contacted/located within [a defined period] after the expected time of contact or return.
- If staff cannot be located, then contacting the police.
- Monitoring feedback from the organisation on lone worker risk and seeking to improve processes.
- Monitor and update this policy as appropriate.
- To assess the risks that such lone working presents. Having assessed the risks, to decide whether lone working is reasonable or not in these situations.
- To report any situation where the risks cannot be controlled.
- If lone working is considered reasonable, then the manager must ensure that suitable precautions are in place, such as:
  - Mobile telephones/radios;
  - Team working;
  - Giving information on known risks;
  - Reporting in procedures;

- Personal alarms; and
- Recording identified risks on the local risk register.
- To ensure all staff that work alone are made aware of this policy.
- To support staff who are victims of violence and aggression through the staff counselling service and in line with the organisational policy.

## **4.2 Lone workers**

- Identify any activity carried out by them which will involve them working alone for more than one hour.
- Comply with any precautionary measures including guidelines laid down such as a “buddy system”.
- Provide any of the following information that may be needed to set up a safe system of work:
  - Working alone at the beginning and end of the normal working hours.
  - Daily out of base work place.
  - Detail of the make, model, colour and registration number of the vehicle being used..
  - Notifying any changes to the daily out of base work plan (i.e. ad-hoc or “spur of the moment” visits).
  - Informing key person (“buddy”) on return to base.
- Report to the Glentworth Village Hall committee any unsafe or potentially unsafe situations, and to report incidents in which violence or aggression or threats using the incident reporting procedure.
- Take reasonable care for their own safety and not expose themselves to unnecessary risk.
- To attend any training provided.

## **5 RELATED INFORMATION**

### **5.1 Financial implications**

[The Management need to decide what costs it is willing and able to meet. These should be detailed along with any costs that will not meet.]

Costs associated with the Lone Worker Policy and it’s implementation are the responsibility of the Management.

This includes:

- Cost of monitoring and alerting systems.
- Mobile phone costs.
- Costs of safe parking.
- Training.
- Risk assessment.
- Doubling-up on personnel where needed for appointments.

Costs that the village hall committee does not meet include:

- Parking fines

Neither list is necessarily exhaustive. If in doubt, seek advice from the Management.

## **5.2 Risk Assessment**

Risk assessment is the overall process of performing a systematic written risk analysis and risk evaluation in order to identify methods to control the severity of the risk.

Risks to be assessed during the process include:

- Violence and Aggression.
- Isolated areas/difficult terrain.
- Sudden illness.
- Building condition.
- Substances Hazardous to Health.
- Animals.
- Weather hazards.

This list is not exhaustive and other risks may be identified during the assessment process.

## **5.3 Safe System of Work**

A “Safe System of Work” is a method of working which addresses risks that cannot be controlled in any other way.

Safe systems of work are dynamic systems, meaning they should be constantly monitored to identify weakness and improve methods of controlling the risk. Localised protocols such as a “buddy system” for safe working should be considered and encouraged.

Systems of work should be designed to reduce the need for lone working where possible. If this is not possible, safe work practices should be implemented, in line with the findings of a general risk assessment, to avoid or minimise the possibility of abuse. Radios, personnel attack alarms, mobile phones and physical barriers should only be used in conjunction with safe practice.

#### **5.4 References to other policies**

For related policies please refer to the Glentworth Village Hall web site.