**SHALFORD VILLAGE HALL POLICY ON LONE WORKING**

This statement of policy and procedures applies to users of and activities in Shalford Village Hall and any ancillary activities which are the responsibility of the Village Hall Management Committee

**Lone working safely**

All reasonably practicable measures must be taken to eliminate, minimise or control the risks when working alone and, where appropriate, provide for accompaniment where significant risks cannot otherwise be catered for.

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Clearly, constant supervision cannot be provided but there is still a legal duty for adequate supervision to complement the provision of information, instruction and training and generally see that the safe system is carried through into actual practice and it effectively controls the risks.

The amount of supervision will vary depending on risks and the proficiency and experience of the employees involved. Risk assessments of lone working have been carried out and are reviewed on an ongoing basis to ensure that they accurately reflect working practices.

New, inexperienced or less reliable employees may need accompaniment until supervision is satisfied.

Depending on the circumstances, it may be prudent to:

·         Establish regular telephone or radio contact

·         Provide warning devices which operate if specific signals are not received periodically in

special risk situations where no other reliable means of visual or audible contact is

available, eg, security staff, persons inspecting pipelines, etc

·         Other alarm devices which can be manually or automatically operated by the absence of

activity

Some work may never be done alone – e.g. work on live electrical systems. Some people may not work alone – for instance someone with moderate to severe epilepsy.

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March 2021