

Beckley Village Hall

BVH DN16

Lone Workers Protection Policy

This document is the Lone Workers Protection Policy of Beckley and Stowood Village Hall ("Hall") CIO (the "Trust"). A Lone Worker in respect of this policy is any employee of the Trust (of which we have none as at the date of this policy and we do not envisage this changing) and any volunteers working in support of the Trust and of its User Groups.

Our policy is to:

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

In compliance with this policy any employee or volunteer considering using or working in the Hall engaged in activities with a potential risk should:

- (i) not do so alone (and so not be Lone Worker); or
- (ii) 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. In addition to have a mobile phone to allow an emergency call to be made; and
- (iii) to 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.

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 our HSE Policy (BVH DN15) and the related risk assessments all of which are to be found on our web-site

<http://www.beckleyvillagehall.org/> Whilst this policy does not apply to Hirers it is considered to represent good practice that Hirers should give consideration to following.