



South Brent Old School Community Centre Lone Working Policy

South Brent Old School Community Centre (SBOSCC) Trustees acknowledge that there are times when employees, workers or volunteers may be working in the Centre without there being anyone else on the premises.

The following policy outlines the awareness of possible risks and the steps taken to minimize them, and the duty of care of the Board of Trustees towards lone workers under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

The Guidelines:

- Where possible, avoid lone working.
- Young workers may be more at risk and should therefore not be asked to work alone.
- Always let someone know if you are working alone in the Centre.
- As there is no landline available at the Centre, keep a mobile phone on you at all times when working alone in the Centre.
- Keep a telephone number with you for contacting someone who can come to you quickly if needed: the Centre Manager or nominated Trustee or your co-coordinator.
- If you are in immediate danger or threat of violence or intimidating behaviour from another person, call the police on 999.
- Be sure you have been shown where emergency equipment is kept, and you are familiar with the emergency procedures.
- If you need to remain in the building and you have ascertained that all other users, volunteers or staff have left the building and you are thus working alone, you should lock the front door using the instructions posted next to the front door.
- If you are working alone and waiting for someone to meet with you in the Centre, ask them to ring you when they arrive, or meet them outside the Centre.
- Be aware that even when the front door is locked, others may enter the building if they have their own key access card or know the code to access the card located in the key safe outside the front door.

General Principles

All employees, workers and volunteers are asked to advise their manager or co-coordinator if they intend to work alone on the premises.

All employees, workers and volunteers are required to read and work within the SBOSCC Health and Safety Policy which identifies possible risks and precautionary measures taken.

All employees, workers and volunteers are inducted into the procedures for emergencies, and the location of First Aid equipment, firefighting equipment, emergency exits and what to do in the event of equipment failure.

All hirers of the Centre's facilities are advised of the Lone Working policy and are advised to abide by the guidelines.

All contractors are asked to carry out a preliminary risk assessment if they intend to work on the premises when no other employee or volunteer is in attendance. If this is the intention, the Centre manager will ask them to follow the Lone Working Policy guidelines. If it is assessed that it is not possible for work to be carried out safely by a lone worker, arrangements for providing back-up or support will be put in place.

Policy Review / Update Procedure

This Version Approved by Trustees:	December 2024
Next Review Due: This document should be reviewed annually or: <ul style="list-style-type: none">• following any changes in relevant legislation or regulations, or;• when any incident has occurred or feedback reported relating to this policy.	December 2027
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Person(s) responsible for updating	Dave MacDiarmid and Michelle Parton