



LONE WORKER POLICY

1. General Statement

The purpose of this policy is to set out the approach of Sedgefield Arts, Recreation & Community Association (SCA) Trustees (the Trustees) with regard to any lone working associated with Ceddesfeld Hall.

A lone worker may be defined as any employee who is required to work alone or with minimal supervision. The SCA is managed and ran entirely by volunteers, with no direct employees to whom this definition may apply. However, for the avoidance of any confusion, the Trustees have chosen to set out its requirements with respect to any individual who may for any reason be expected to carry out activities alone in Ceddesfeld Hall, irrespective of their employment status. From time to time the Trustees may ask volunteers, contractors or self-employed individuals to undertake work relating to the Ceddesfeld Hall. Examples of this may include (but are not limited to) the services of cleaners, qualified professionals such as electricians or plumbers, and other maintenance workers. Also, on occasion solo hirers of Ceddesfeld Hall, may find themselves in a situation where they are the only persons present in the Hall.

2. Procedures for Lone Working

Wherever possible volunteers or workers should not work alone. Where lone working is unavoidable (for example, to permit the delivery of a service by a self-employed individual) then as a minimum the following provisions must be adhered to:

2.1 Contractors and/or self-employed persons

- 2.1.1** All contractors and/or self-employed workers will be responsible for carrying out an appropriate risk assessment prior to undertaking any work. They must also ensure that any subsequent lone work is carried out by an appropriately qualified/trained person, using safe systems of delivery. It is the responsibility of the contractor and/or self-employed person to ensure that any tools or materials used in the course of the work are well maintained, fit for purpose and used only in accordance with any relevant and applicable safe handling guidance.
- 2.1.2** Safe delivery systems must include, where applicable, the provision by the contractor/self-employed worker of any necessary personal protective equipment (PPE).
- 2.1.3** Contractors and/or self-employed workers are responsible for ensuring that there is a system in place to enable lone workers to urgently make contact should they unexpectedly require help, for example by mobile 'phone. Equally, contractors and/or self-employed workers should ensure that a third party is aware of their lone working presence at Ceddesfeld Hall so that if they fail to make contact or return to base/home when expected, their absence can be promptly investigated. Commercial firms, in addition to the above, must comply with specific additional legislative requirements. Nothing in this policy should be read as in any way mitigating the need for any such compliance.

2.2 Trustees/Volunteers

Under normal circumstances Trustees or volunteers will not be expected to undertake any lone activities in Ceddesfeld Hall. However, on rare occasions there may be a situation where one person is carrying out a task alone in Ceddesfeld Hall. In such cases the person may assess their own situation as

being of low risk and decide to go ahead. This personal assessment should include their individual knowledge of their own health status. No volunteer should ever be asked (or agree) to undertake any lone role that s/he feels would be in any way detrimental to his/her health or wellbeing or which they do not believe themselves to be fully competent or equipped to undertake. Any decision by a volunteer not to undertake a lone role, on any grounds, will be fully respected and supported by the Trustees. Individual volunteers visiting Ceddesfeld Hall alone, must ensure that there is a system in place to enable them to urgently make contact should they unexpectedly require help. Individual volunteers must also ensure that a third party is aware of their lone presence at Ceddesfeld Hall so that if they fail to make contact or return home at an expected time then their absence can be promptly investigated. Irrespective of whether they are alone or part of a group, all volunteers are expected to ensure that whilst visiting/using Ceddesfeld Hall they take all necessary precautions to ensure their own safety and that of others. Where appropriate, this will include undertaking risk assessments and acting in accordance with this and any other applicable Ceddesfeld Hall policies.

2.3 Visitors/Hirers

2.3.1 It is not envisaged that any visitor/hirer will be required to undertake any 'work' with regard to the ongoing maintenance or usage of Ceddesfeld Hall. Any such faults or problems should be reported to the bookings Secretary who will arrange for the situation to be addressed. Bookings for the use of Ceddesfeld Hall by solo users are rare, but where they occur the hirer will be expected to ensure that they have a system in place to urgently obtain outside help, should the need arise. Lone hirers will also be expected to ensure that a third party is aware of their lone presence at Ceddesfeld Hall so that if they fail to make contact or return to base/home when expected then their absence can be promptly investigated. Irrespective of whether they are alone or part of a group all visitors/hirers are expected to ensure that whilst visiting/using Ceddesfeld Hall they take all necessary precautions to ensure their own safety and that of others. Where appropriate this will include undertaking risk assessments and acting in accordance with Ceddesfeld Hall terms and conditions of use.

Signed on behalf of SCA.....Wendy R
Gill.....

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Next review date.....April 2026.....

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