Ceddesfeld Hall home of the SCA

LONE WORKER POLICY

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1. General Statement

The Sedgefield Arts, Recreation & Community Association (SCA) policy is to provide and maintain safe and healthy working conditions and systems of work for all our workers, volunteers and members promote the same throughout the building for all users and Sections who use the facilities for which the SCA is responsible.

To this end we will as far as reasonably practicable: -

- Provide a safe working environment for all who work by themselves, either on a regular, permanent or occasional basis, and are employees or volunteers.
- Make arrangements for ensuring that all workers are provided with comprehensive information about the risks and precautions and guidance on lone working
- Carry out a risk assessment associated with any work activity that applies to employees or volunteers that may work alone.
- Make adequate arrangements and facilities for persons working alone.

2. Procedures for Lone Working

When an employee or volunteer is carrying out a visit on SCA business alone then s/he should: -

- Ensure full information is left with an Officer of the Association including
    - Where visiting
    - Who visiting
    - Expected time of return
- Telephone the Officer if delayed

Each employee or volunteer should ensure that a responsible person is notified when they intend to be in the building alone.

2.1 Equipment

Under no circumstances should anyone use the following equipment when no one else is present.

- Ladders, Trestles, Chainsaws
- Any equipment which common sense dictates is too large/heavy to be handled by one person.

2.2 Medically Fit

The Association will ensure that lone workers have no medical condition that may make them unsuitable for working alone.

3. Responsibilities

3.1 The Association has the overall and final responsibility for the Health and Safety of those persons working alone. .The day-to-day responsibility for this is that of the Trustee Board.

3.2 All staff, members and volunteers engaged in SCA activities must be aware of their own responsibilities: -

- To take reasonable care for their own safety when working alone
- To cooperate with the Association in carrying out any duty or requirement imposed on them by statutory measures or good practice.
- To notify an Officer of the Association if they notice a problem or issue involved in working alone

3.3 Employees, volunteers or members will render themselves liable to disciplinary action by the Trustee Board if they fail to adhere to the above policy or the working alone arrangements and instructions that are contained in the general arrangements section of this policy and the guidance on lone working, which has been circulated to all.
Similar arrangements should be encouraged in all activities both within the building and in any other property used or visited by staff, members, volunteers or visitors.

4. Designated Person

The Designated Person to be notified if anyone becomes aware of a lone working problem or issue is the Secretary of the Association and if that person cannot be contacted the Chairman or another Officer of the Association must be contacted.

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

Date Adopted.....16/7/26.....

Next review date.....31/7/28 .....