



Lone Working Policy

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1. Purpose

To set simple, sensible measures that keep people safe when they work at or use the Hall on their own or without close/direct supervision. This supports our duty to manage risks “so far as is reasonably practicable.”

2. Scope & definitions

- **Lone worker:** Anyone working by themselves without close/direct supervision at the Hall.
- **Contractor:** Anyone engaged to deliver services (cleaning, maintenance, repairs).
- **Hirer:** Any person/organisation hiring the Hall (commercial or non-commercial).

3. Legal & guidance basis

- Working alone is legal, but risks must be assessed and controlled through training, supervision, monitoring, and support.
- We follow HSE’s risk-management steps: identify hazards, assess risks, control, record, review.
- Volunteers should be protected from risks arising out of organisational activities.
- When using contractors, we must exchange information, coordinate, and ensure safe systems of work.

4. Core principles

1. Personal safety comes first.
2. Lone working should be low-risk and time-limited.
3. No high-risk tasks when alone (see Section 7).
4. A simple check-in/check-out process must be used.
5. All hazards and incidents should be reported promptly.

5). Who does what

Management Committee

- Maintain this policy and Hall risk assessments.
- Provide necessary information/instruction on site hazards.
- Ensure a simple check-in/out process exists.
- Coordinate safely with contractors.

Volunteers

- Only carry out tasks you are trained/comfortable to perform.
- Use the check-in/check-out system.
- Report issues and stop if something feels unsafe.

Contractors

- Provide suitable risk assessments/method statements.
- Coordinate timing and safety measures with the Committee.
- Ensure safe lone-working arrangements for their staff.

Hirers

- May open/close alone for low-risk activities (after induction).
- Must follow Hall emergency and safety procedures.
- Must not attempt maintenance or high-risk tasks.

6. Typical lone-working activities

- Opening or locking up.

- Basic cleaning.
- Setting up/putting away furniture.
- Setting up events
- Visual checks of the building.
- Window cleaning

These are normally low-risk if controls are followed.

7. Tasks not allowed when alone

- Working at height (ladders/steps).
- Electrical repairs beyond simple user checks.
- Hot work (soldering, grinding), hazardous substance use, confined-space work.
- Heavy lifting beyond safe manual-handling limits.

8. Lone-working controls

A. Before you go

- Plan the task; use daylight where possible.
- Check-in: Let a Village Hall Committee member or a key contact (including a trusted family or personal contact) know that you will be on the premises alone, and roughly how long you expect to be there.
- Carry a charged phone; know the Hall address and assembly point.
- Ensure exits are clear and you know where first aid is located.

B. While you are there

- Keep unused external doors secured.
- Keep walkways clear and use trolleys for heavy items.
- If threatened or unwell: leave immediately and call 999.

C. When you leave

- Lock up and make the building secure.
- Check-out: Tell the same Committee member or key contact that you have left the building safely.

If your plans change, update your contact accordingly.

9. Contractors – additional requirements

- Receive relevant site safety information ahead of work.
- Provide RAMS proportionate to the task.
- Construction-type work must meet CDM 2015 duties.

10. Violence, aggression & personal safety

- Keep space and avoid blocking exits.
- Do not engage in arguments; leave and call 999 if needed.
- Personal safety alarms recommended for late locking-up.

11. Training & induction

- Volunteers and hirers authorised to open/close receive a short induction.
- Contractors receive relevant site information.

12. Incidents & Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- All accidents and near-misses must be reported.
- RIDDOR reporting will be completed where applicable.

Annex A – Quick Lone-Worker Checklist

- Charged phone?
- Informed Committee member/key contact you're at the Hall alone?
- Clear exits, first aid located?
- No high-risk tasks planned?
- Feeling unsafe → leave/call 999.
- Informed contact you have left safely?

Review

We will review this policy and our approach at Committee Meetings and at least annually at our AGM.

SIGNED: *J.Schober*

Review Log

Date	Reviewer	Actions
01.04.26	J.Schober	Update Committee + Website

Change Log

Date	Author	Change / Version