

Gaskell Memorial Hall Lone Worker Policy

Purpose and Scope

The purpose of this policy is to set out the approach of the Gaskell Memorial Hall Committee with regard to any lone working associated with the Gaskell Memorial Hall.

A lone worker may be defined as any employee who is required to work alone or with minimal supervision however, for the avoidance of any confusion, the committee has chosen to set out its requirements with respect to any individual who may for any reason visit and/or work alone in the Hall irrespective of their employment status.

Contractors and Self Employed Workers

From time to time the committee may ask contractors or self employed individuals to undertake work relating to the Hall.

Where lone working is unavoidable then as a minimum the following must be adhered to: -

- i. 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.
- ii. 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 the Hall so that if they fail to make contact or return to base/home when expected then 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.

Volunteers, Visitors, Hirers

Individual volunteers, visitors and hirers visiting the Hall alone must ensure that there is a system in place to enable them to urgently make contact should they unexpectedly require help.

Individuals must also ensure that a third party is aware of their lone presence at the Hall so that if they fail to make contact or return home at an expected time then their absence can be promptly investigated.