

## 1.1 Lone Working Policy

### Introduction and Scope

- (a) The policy aims to avoid lone working wherever possible and to ensure that adequate measures are put in place to ensure the safety of individuals working on our business who are required, on occasion to work alone.
- (b) The Policy applies to all Board Members, Trustees, employees, volunteers and contractors of **New Quay Memorial Hall**, irrespective of the position they hold.

### Principles

- (c) We will avoid the need for Board Members, Trustees, employees, volunteers and contractors to work alone, where reasonably practicable. Where lone working is necessary, we will take all reasonable steps to ensure the health and safety of workers working alone.
- (d) We will ensure that a risk assessment is conducted and that arrangements are in place prior to workers working alone.
- (e) Adequate procedures will be established to either minimise lone working or at least to assess and minimize the risks.
- (f) All workers who work alone must be monitored by a third party and regular contact is required to confirm safety or otherwise.
- (g) The Management will ensure that:
  - lone working is avoided as far as is reasonably practicable;
  - emergency procedures are in place so that workers working alone can obtain assistance if required;
  - a risk assessment is completed by a person competent to do so prior to employees working alone;
  - any employee working alone is capable of undertaking the work alone;
  - arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
  - persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone;
  - training records are kept.
  - The person conducting the lone working assessment will:
    - give consideration to the greater risks to expectant mothers and young persons;
    - involve the worker who is working alone in the assessment process and the development of safe working methods;
    - advise the worker undertaking the lone working of the findings of the assessment;
    - maintain a file of all lone working assessments.
  - Individuals working alone will:
    - o follow the safe working arrangements developed by New Quay Memorial Hall for lone working;
    - o take reasonable steps to ensure their own safety;
    - o inform the Board/Management of any incidents or safety concerns.