

# KEINTON MANDEVILLE VILLAGE HALL AND PLAYING FIELD TRUST

Keinton Mandeville Village Hall and laying Field Trust charity no: 1057420

## Lone Person Protocol

**Aim:** The aim of the Protocol is to identify and cover the risks which may be experienced by a lone person at the village hall. The lone person may be a trustee, contractor, volunteer or someone who has hired the hall for an event and is working there alone (decorating the hall in preparation for a party for example.) The lone person should be able to carry out their tasks in safety. We have a clear duty under the Health and Safety at Work Act 1974 to protect not only employees and volunteers but also visitors and the general public.

**Definition:** A lone person is someone who is working at the village hall on their own. The term covers a vast range of working practices. For Keinton Mandeville Village Hall trustees the term "lone person" relates to our cleaning contractor, any contractor hired by the trustees to complete a task, volunteers who offer to carry out an activity at the hall and hirers.

The village hall trustees hold Employer's Liability Insurance and this covers contractors and volunteers. Keinton Mandeville Village Hall and Playing Field Trust does not have any employees.

It is expected that contractors will have their own insurance cover in place and will carry out their own risk assessment. Hirers should follow the guidelines in the village hall Hire Agreement which they are required to sign when booking the hall. Our Health and Safety Policy is available for anyone to read. A copy is available at the village hall.

**Objective:** To identify potential hazards and to put in place practices to keep people working alone at the village hall healthy and safe. People working on their own face the same hazards as anyone else, however there are greater risks of harm as someone working on their own may not be able to receive immediate help if things go wrong.

**Outline:** The village hall cleaning contractor: our cleaning contractor has a contract identifying the tasks to be carried out, but not specific times for them to be working at the hall. This is dependent on bookings, day, time and the activities taking place. Depending on the time of the year our cleaner may be at the hall working before it is fully light in the morning or at dusk.

**Contractors.** The trustees hire contractors for specific tasks. These are always people who are qualified to carry out the task they are being paid to do. In the main, contractors will be expected to work at the hall during the normal working day but there may be exceptions to this.

**Volunteers.** Volunteers may choose to work at the hall at their own convenience. It would not be expected that a volunteer would be working alone at the hall late in the evening.

**Considerations:** The trustees must consider the following –

- \*is the lone person at risk of violence from an outsider?
- \*are there manual handling concerns?
- \*is the lone person capable of carrying out the tasks set? (if appropriate)
- \*has the lone person had training? (if appropriate)
- \*do other people know that the lone person is at the hall?
- \*are there measures in place for emergency contacts?

**Trustees, contractors, volunteers and hall users also have responsibilities and a duty to take reasonable care of themselves and to inform the village hall trustees if their circumstances change.**

**Risk Assessment:** it is not a legal requirement to have a written risk assessment if there are fewer than 5 employees, however a written risk assessment can form part of “safety net” for the trustees.

The village hall trustees **MUST** assess and control risks in the workplace as far as is reasonably possible.

- \*identify hazards – are there any specific hazards

- \*identify how these can harm people

- \*identify how we can control these hazards

### **Reducing risks**

- \*involve lone persons such as the cleaning contractor and volunteers in risk assessments and inform contractors

- \*remove risks where possible **or** put control measures in place

- \*provide training (if appropriate)

- \*review, if any changes – if new cleaning contractor for example

- \*ensure the trustee /contractor/ volunteer/ hirer has informed someone that they are working alone at the hall.

### **Specific risks**

- \*fire

- \*accident

- \*illness

- \*equipment failure

### **Guidelines for lone persons to follow**

- \*do not leave any of the outside doors open so that outsiders can enter the building unannounced

- \* do have a fully charged mobile phone on your person

- \*do have the keys to the basement door on you not left in the lock (not applicable to hirers)

- \*do ensure all basement lights are on before entering

- \*do not carry anything heavy down stairs to the basement if working alone

- \*ensure you have told someone that you will be working at the hall and an estimate of how long you expect to be there. Ensure your contact knows you have left the hall.

- \*no hazardous activities e.g. working at height

### **Emergency procedure to be followed**

**In the case of an emergency – ring 999**

**Our cleaning contractor to have the contact number of at least one of the officers of the committee and possibly one of the trustees on their mobile phone.**

