

Langar cum Barnstone Community Hall

Charity Trustee Account 522237

Lone Working Policy

1. Purpose

This policy sets out how lone working will be managed to ensure the safety and wellbeing of staff and volunteers at Langar cum Barnstone Community Hall.

2. Scope

This policy applies to anyone who may work alone in the hall, including the Caretaker, Clerk, Welcome Space Coordinator, and other staff or volunteers.

3. Lone Working Responsibilities

Individuals working alone are responsible for taking reasonable care of their own health and safety. Before beginning work in the hall, they must inform a family member or friend of their location and expected time of departure. Where lone working is unavoidable, risks must be minimised by following safe working practices at all times.

4. Working Safely

Lone workers must keep the building secure while inside, take care when using equipment, hot surfaces or cleaning materials, avoid using ladders for tasks above head height when alone, and be familiar with exits and fire procedures.

5. Emergencies

In an emergency, call 999 immediately. The Clerk and Chair may be contacted if assistance or advice is needed. Their contact details are displayed on the main door and on the office wall. A first aid kit and accident book are located in the kitchen.

6. Review

This policy will be reviewed annually, or sooner if circumstances change.

Date adopted: Thursday 18 September 2025

Review frequency: Annually