

Risk assessment and safe systems of work – for Lone Working Bishop Sutton Village Hall

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Lone Working	Committee members, employees, volunteers, hirer's and members of the public may be at risk of being taken ill or injured and being undiscovered for a period of time	<ol style="list-style-type: none"> 1. Lone working should only be permitted when alternatives are unavailable 2. When booking the hall visit the lone worker must inform the booking officer the type of work being undertaken, some work cannot be permitted for lone working 3. Lone workers must inform the booking officer or some other responsible person of some other responsible person 4. The lone worker must carry a mobile phone whilst lone working and it must be connected to Wi-Fi if the phone has no signal 5. The booking officer or some other responsible person should contact the lone worker if the anticipated departure time passes without notification 6. If unable to contact lone worker the booking officer or some other responsible person should raise the alarm 7. Lone workers must not work at heights, undertake electrical repairs/installations or use a naked flame whilst lone working. Other exclusions may apply 8. The hall lights must be on and the blinds open (to indicate occupancy & give visibility) even if the lone worker is not in the main hall, the main entrance doors must be unlocked to allow unhindered access in an emergency 	On booking the hall the booking officer needs to understand the task the lone worker is undertaking and agree that it is a permitted task. For example cleaning, painting or setting up for an event. Obtain the lone workers phone number or details of the other responsible person. The booking officer or some other responsible person should raise the alarm if unable to contact lone worker and provide an email copy of risk assessment	Review annually		