

# Fordham Village Hall Management Committee Lone Workers Policy

## Introduction

Fordham Village Hall Management Committee seeks to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Fordham Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance.

All employees, committee members and volunteers who find themselves working alone in the Hall's premises need to be aware of the potential risks involved and take appropriate measures to safeguard themselves.

In particular:

- on entering the building, lock the external door to prevent unauthorised access by other persons
- let someone know your intentions to work alone in the building and the time you expect to be finished
- never work on steps, ladders or at height
- carry a mobile phone in case of emergency

Policy	Lone Workers
Date / Version	August 2018
Review Date	June 2019