



Lone Working Policy

Scope

This policy sets minimum controls for anyone working alone for Cheddon Fitzpaine Memorial Hall to reduce risks and ensure help can be contacted quickly.

Purpose

We will assess lone-working risks, put proportionate controls in place, and review incidents and arrangements.

Applicability

Applies to trustees, volunteers, contractors and representatives working alone for the Charity, including homeworking where relevant.

Controls (minimum)

- Risk assess lone-working tasks and locations; do not lone work for high-risk activities where a second person is required.
- Plan the work: known address/location, expected start/finish, key hazards, access/egress, and emergency arrangements.
- Maintain contact: pre-agreed check-in method and frequency (phone) and escalation if a check-in is missed.
- Training/briefing: role-specific instruction, personal safety where relevant, and how to report concerns.
- Violence/aggression: avoid foreseeable conflict, leave if threatened, and report all incidents.
- Health/medical: consider suitability to work alone; seek advice where needed.
- Emergencies/first aid: know how to summon help (999), site address details, and how to contact the CFMH Manager/Trustees.

Incidents and reporting: Report all incidents, near-misses, threats, and hazards to the CFMH Manager or a Trustee as soon as possible. Arrangements will be reviewed after incidents and at least annually.

Lone worker responsibilities: Follow the agreed controls and check-ins, use equipment provided, take reasonable care of your own and others' safety, and raise concerns immediately with the CFMH Manager or a Trustee.

Issue Control - Approval and Review

Issue No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	14/09/2026	Initial draft approved	Annually