

Longhoughton Community and Sports Centre Trust

Lone Working Policy

1. Purpose and Scope

The purpose of this policy is to set out the approach of the Longhoughton Community and Sports Centre Trust (LCSCT, or the Trust) Management Committee (the Committee) regarding any lone working associated with Longhoughton Community and Sports Centre (the Centre).

A lone worker may be defined as any employee who is required to work alone or with minimal supervision. The Committee is composed entirely of volunteers, with no direct employees to whom this definition may apply.

However, for the avoidance of any confusion LCSCT has chosen to set out its requirements with respect to any individual who may for any reason be expected to work alone in the Centre, irrespective of their employment status.

2. Contractors and Self-Employed Workers

From time-to-time LCSCT may ask contractors or self-employed individuals to undertake work relating to the Centre. Examples of this may include (but are not limited to) the services of qualified professionals such as electricians, plumbers, cleaners or other maintenance workers. Wherever possible such workers should not work alone. Where lone working is unavoidable (for example, to permit the delivery of a service by a self-employed individual) then as a minimum the following provisions must be adhered to:

- i. All contractors and/or self-employed workers will be responsible for carrying out an appropriate risk assessment prior to undertaking any work. They must also ensure that any subsequent lone work is carried out by an appropriately qualified/trained person using safe systems of delivery. It is the responsibility of the contractor and/or self-employed person to ensure that any tools or materials used in the course of the work are well maintained, fit for purpose and used only in accordance with any relevant and applicable safe handling guidance.
- ii. Safe delivery systems must include, where applicable, the provision by the contractor/self-employed worker of any necessary personal protective equipment.
- iii. Contractors and/or self-employed workers are responsible for ensuring that there is a system in place to enable lone workers to urgently make contact should they unexpectedly require help, for example by mobile 'phone. Equally, contractors and/or self-employed workers should ensure that a third party is aware of their lone working presence at the Centre so that if they fail to make contact or return to base/home when expected then their absence can be promptly investigated.

Commercial firms must additionally comply with specific legislative requirements for safe working. Nothing in this policy should be read as in any way mitigating the need for any such compliance.

3. Volunteers

In addition to the Committee, the Trust enjoys the support of many volunteers. Normally neither the committee members nor any of the volunteers will be expected to undertake any lone activity in the Centre. However, there may be occasions where one person carrying out a task alone may be risk assessed as being a practical and low risk approach.

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No volunteer should ever be asked (or agree) to undertake any lone role that they feel would be in any way detrimental to their health or wellbeing or which they do not consider themselves to be fully competent or equipped to undertake.

Any decision by a volunteer not to undertake a lone role, on any grounds, will be fully respected and supported by the Committee.

Individual volunteers visiting the Centre alone must ensure that there is a system in place to enable them to urgently make contact should they unexpectedly require help. Individual volunteers must also ensure that a third party is aware of their lone presence at the Centre so that if they fail to make contact or return home at an expected time then their absence can be promptly investigated.

Irrespective of whether they are alone or part of a group, all volunteers are expected to ensure that whilst visiting/using the Centre they take all necessary precautions to ensure their own safety and that of others. Where appropriate this will include undertaking risk assessments and acting in accordance with this and any other applicable Trust policies.

4. Visitors/Hirers

It is not envisaged that any visitor/hirer will be required to undertake any 'work' regarding the ongoing maintenance or usage of the Centre.

Any faults or problems should be reported to the bookings Secretary who will arrange for the situation to be addressed. These can be reported via email to enquiries@longhoughtoncommunitycentre.org

Bookings for use of the Centre by solo users are rare but, where they occur, the hirer will be expected to ensure that they have a system in place to urgently obtain outside help, should the need arise.

Lone hirers will also be expected to ensure that a third party is aware of their lone presence at the Centre so that if they fail to make contact or return to base/home when expected then their absence can be promptly investigated.

Irrespective of whether they are alone or part of a group all visitors/hirers are expected to ensure that whilst visiting/using the Centre they take all necessary precautions to ensure their own safety and that of others. Where appropriate this will include undertaking risk assessments and acting in accordance with the Trust's terms and conditions of usage.

5. Contacts at a Time of Emergency.

Should a lone worker find a need to make contact for help in an emergency situation the following are the Trustees/Directors of the Longhoughton and Community Sports Centre along with their contact details.

Trustees/Directors at 01.04.24

Jeremy Pickard, Chair.
Telephone 07967 666760

Adrian Hinchcliffe. Company Secretary.
Telephone 01665 572888

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Stewart Barrett, Vice-Chair and Treasurer.
Telephone 01665 497317

Victoria Kelly
Telephone 07734 536962

David Arscott
Telephone 07486 360953

Kris Cochrane
Telephone 07535 553200

Vanessa Chapman
Telephone 07772469090

Michael Pritchard
Telephone 07561 220015