

HARBOROUGH MAGNA VILLAGE HALL

LONE WORKING RISK ASSESSMENT

EXISTING CONTROL / SAFETY MEASURES

Note: Only include those control/safety measures that are actively in place. If there are any alternative or additional control measures identified for this risk, but which are not already implemented, these should be added to the Additional Control/Safety Measures box.

1	Please provide details of the lone working undertaken: Hall users, cleaners, trustees, volunteers and contractors working in the Hall alone in or out of normal business hours.			
The procedures in place to monitor and / or protect lone workers are:		Yes	No	N/A
2	All affected have been provided with sufficient information.	✓		
3	A written lone working procedure is in place. Documented records are available;	✓		
4	Adequate supervision of the lone worker is in place;		✓	
5	A member of the management team periodically visit and observe people working alone;		✓	
6	Pre-agreed intervals of regular contact with a lone worker are in place e.g. phones, radios, e-mails etc;		✓	
7	Automatic warning devices which trigger if specific signals are not received periodically from the lone worker are in place e.g. motion alarms;		✓	

	Risk Assessment Questions	Yes	No	N/A
8	Manually operated warning devices are in place e.g. panic alarms;	✓		
9	Monitored CCTV is in place outside normal business hours. The monitoring company have been requested to periodically check on any lone workers on site;	✓		
10	Lone workers have access to first-aid kits and / or adequate first-aid facilities;	✓		
11	Other security measures provided are (please specify): All lone workers have telephone access.	✓		
ADDITIONAL CONTROL / SAFETY MEASURES				

12	Are Additional Control/Safety Measures Needed?			N/A
ADDITIONAL CONTROL / SAFETY MEASURES IDENTIFIED:				
13	Are the additional control/safety measures completed?			

HAZARD(S) & RISK(S) / CONSEQUENCES

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligation.

Hazard	Control Measures
<p>Violent people gaining access to premises occupied by lone worker.</p> <p>Injury or abuse to lone workers that could result in injuries or death.</p> <p>Violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff.</p> <p>It can also mean extra cost, with absenteeism, higher insurance premiums and compensation payments.</p> <p>For employees, violence can cause pain, distress and even disability or death.</p> <p>Physical attacks are obviously dangerous but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.</p>	<p>Users and volunteers have been provided with sufficient information.</p> <p>A written lone working procedure is in place.</p> <p>Adequate supervision of the lone worker is in place.</p> <p>Hall users, volunteers and contractors are advised to set pre-agreed intervals of regular contact between the lone worker and their supervisor/manager by phone, radio etc.</p> <p>Hall users, volunteers and contractors are advised to set up automatic warning devices which trigger when specific signals are not received from the lone worker.</p> <p>Manually operated warning devices are in place e.g. panic alarms.</p> <p>Monitored CCTV is in place outside normal business hours. The monitoring company have been requested to periodically check on any lone workers on site.</p> <p>Lone workers have access to first-aid kits and / or adequate first-aid facilities.</p> <p>All lone workers are advised to have telephone access.</p>
Persons at risk: Lone worker	

Lone workers should not be put at more risk than anyone else using the Hall. Establishing a healthy and

safe environment for lone workers can be different from organising the health and safety of other employees.

Links to Associated Information:

- [Working alone: Health and safety guidance on the risks of lone working](#)
- [Violence at work: A guide for employers](#)

Harborough Magna Village Hall Management Committee

Date: 29th July 2020

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DGJ 30/07/20