



August 2023

LONE WORKING - advice for hirers

DEDDINGTON WINDMILL COMMUNITY CENTRE

Version: 2.0
Date: August 2023
Review: July 2024
Author: Windmill Management Committee Officers



Lone Workers – advice to Windmill Community Centre users

Windmill Community Centre – lone working policy

The Windmill Community Centre has a Lone Working Policy for its employees, volunteers and contractors. This sets out the approach of the Windmill Management Committee regarding any lone working associated with the Windmill Community Centre (WCC).

A lone worker may be defined as any employee or volunteer who is required to work alone or with minimal supervision. The lone worker may work during or outside normal working hours. In line with the Centre founding deed, the Windmill Management Committee is composed entirely of volunteers with only a small number of employees to whom this definition may apply. The Lone Working Policy is on the Windmill Community Centre website.

Hirers of the Windmill Community Centre

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 Hall 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 WCC 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 WCC terms and conditions of usage and its associated policies including, where applicable, the Children and Vulnerable Adults Protection and Safeguarding Policy.

Ways in which the risks of lone working can be reduced

Hirers can reduce the risks of lone working by:

- Keeping the front door locked when working alone;
- Keeping a mobile phone with you at all times with emergency contacts;
- Letting family members and other colleagues know when you are going to work alone;
- Agreeing a code word with emergency contact if lone worker needs assistance.

Risk assessment

We would recommend that the hirer complete a lone working risk assessment if you are in the Windmill Community Centre alone. This should include being aware of the following risks:

- Sudden illness;
- Using substances hazardous to health e.g. cleaning products;
- Faulty equipment;
- Slips and falls;
- Abuse from members of the public;
- Working early in the morning or late at night.

Further advice and guidance

The Health and Safety Executive (HSE) have extensive advice and guidance on [lone working](#) and this publication: Health and Safety Executive (2020) *Protecting lone workers: How to manage the risks of working alone*

Deddington Windmill Community Centre, Hempton Road, Deddington, Oxon. OX15 0QH

info@thewindmilldeddington.org www.thewindmilldeddington.org

Deddington Windmill Community Centre, Hempton Road, Deddington, Oxon. OX15 0QH

info@thewindmilldeddington.org www.thewindmilldeddington.org