



# Milford Village Hall

## Portsmouth Road Milford GU8 5DS

Managed by Milford Village Hall Management Committee  
on behalf of the Milford Village Hall Fund

### LONE WORKING POLICY

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#### 1. Introduction

A lone worker is identified as someone who works by themselves without the close or direct supervision from others for some or all of their working day. For the purposes of this policy, we also identify visitors and hirers alone in the hall as a lone worker.

We have the responsibility to safeguard lone workers and a duty of care to minimise any risk whilst on our premises.

This policy will help lone workers understand their responsibilities whilst working alone and outline steps to safeguard them, how to work safely and what to do in the event of an incident.

#### 2. Contractors and Self-Employed Workers

From time to time the Milford Village Hall Management Committee may ask contractors or self-employed individuals to undertake work relating to the hall. Examples of this may include (but not limited to) the services of qualified professionals such as electricians or plumbers, window cleaners or other maintenance workers such as cleaners).

Where possible such workers should not work alone. Where lone working is unavoidable then as a minimum the following provisions for contractors and/or self-employed workers must be adhered to:

- a) They will be responsible for carrying out their own risk assessment prior to undertaking any work, especially if working at height;
- b) They must ensure that any lone working is carried out by an appropriately qualified and trained person using safe systems of delivery;
- c) They must 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;
- d) Read and acknowledge understanding of the village hall policy for lone working and sign the relevant form provided to confirm this;
- e) Use any necessary protective clothing, eye protection and/or safety footwear for the safe execution of their role;
- f) Sign the relevant form provided to confirm they have read and understood the asbestos report and associated risk assessment (where applicable);



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- g) Make themselves aware of fire evacuation procedures contained in the Information for Hirers handbook available in the kitchen; and
- h) Working at height should only be undertaken in the presence of another person and using appropriate equipment that has been checked to ensure it is fit for purpose.

### 3. Visitors/Hirers

No visitor or hirer will be expected to undertake any work with regard to their use of the hall. Any faults or problems identified should be reported in the folder for this purpose located in the kitchen. In the event of urgent issues the hirer/visitor should contact a member of the management committee, contact details of whom are in the Information to Hirers booklet located in the kitchen.

Working at height should only be undertaken in the presence of another person and using appropriate equipment that has been checked to ensure it is fit for purpose.

Bookings for use of the hall by solo users are rare, but when they do occur the hirer will be expected to ensure that they have systems in place to summon support if required.

All visitors or hirers are expected to ensure that whilst visiting or using the hall 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 hall terms and conditions of use and relevant policies.

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Policy review date:	30 September 2025
Signed: 	Dated: 30.09.24
Role:	Chair of Milford Village Hall Management Committee