

Preston Road Community Centre

Working alone policy

Introduction

This policy concerns staff and volunteers who work alone at the Community Centre (centre). It should be read in conjunction with any other health and safety information that are relevant to the activity being undertaken at the centre.

Working at the Community Centre

The centre is not normally staffed and is only open when in use by hirers or for cleaning, management and maintenance purposes. The centre is considered to be a low risk environment as there are no hazardous activities or processes normally undertaken within the building or grounds and most tasks or activities are of short duration so any exposure is limited.

If any member of staff or a volunteer should encounter an activity that they regard as hazardous they should not undertake it without first consulting trustees for guidance.

Hours of working

Hours of working at the centre are flexible such that they benefit the staff and volunteers allowing them to work at times that are convenient to them, but also to allow working patterns to fit with the usage patterns of the centre.

Advising others when working

When working at the centre, staff or volunteers should **make another person aware that they are working at the centre and when they are expecting to leave** the centre such that in the unlikely event of a problem the other person can contact them. Members of staff or volunteers **should carry a personal mobile phone where possible** to facilitate getting help should they encounter a problem.

First aid

There are no qualified first aiders at the centre as it is considered to be a low risk environment. In the event that a member of staff or volunteer should sustain a **minor cut or such injury** there is a **first aid kit located in the office** for self administration. In such an event the member of staff should record details of the injury in the accident book also located in the office and advise a trustee of what has happened.

Seeking help

In the event of a more **serious injury or illness the member of staff should call 999** using either their personal mobile or the landline located in the office.

Alarm activation

In the event of a fire alarm sounding whether the building is occupied by users or not, a member of staff or a volunteer should only investigate the cause if it is safe to do so. The alarm panel will show the zone where the alarm has been activated or if a fault has occurred.

No area of the building should be accessed if there is significant smoke or fumes present, instead leave the building and call the fire brigade by any means available.

Reporting of incidents or hazards and refusal to work

Staff or volunteers are not required to undertake work or activities that may be regarded as hazardous or that carry increased risk. This would include working a height, excessive manual handling, working with materials or tools that are hazardous to health or dealing with members of the public that are aggressive or threatening. In the event of an incident with a member of the public, the police must be called to deal with the situation.

Staff and volunteers must report any such situations to a trustee so that action may be taken to reduce or eliminate the hazard or risk.

Reviewed at the meeting: 26th Feb 2024

Review: by the end of Feb 2026