

Adastra Hall Hassocks Community Association Lone Worker Policy

Adastra Hall Hassocks Community Association appreciates that our volunteers, staff, hirers and contractors may be working or visiting Adastra Hall alone. We recognise that working alone poses additional risk to personal safety as such we expect all users to follow the below steps to help mitigate that risk.

- Make sure that the Booking Secretary is expressly aware of your intention to be in the hall alone - date and times. This can be done by email: bookings@adastrahall.co.uk - Ensure that before working alone, you provide full contact details (including emergency contact details) to the Honorary Secretary who will maintain a central log of these. These can be supplied by email: secretary@adastrahall.co.uk
- Always have a mobile phone with you should you need to raise help
- Do not enter the building if anything looks suspicious - i.e. broken windows and report anything you find suspicious in the building to the bookings secretary, or the emergency services immediately.
- Lock the main door behind you on entry and leave the key on the hook beside the door. This is so, if someone else needs to attend the hall whilst you are there, access can still be achieved through the front door.
- Do not let anyone else in the building unless you have agreed their presence with the Booking Secretary (for example, people using the toilet)
- Sign in and out of the building using the register on the noticeboard in the main foyer
- Ensure that the building is well lit in the areas you are working in
- Do not undertake any activities that expose you to additional risk of harm - Do not undertake tasks not related to the purpose of your visit that can be left for another time.

Adopted by the Adastra Hall Management Committee
August 2022