

1.4 TRCH Policy: Lone Working

Policy for anyone working in the Trinity Rooms

- Do not work alone in the building, especially in circumstances where you might feel uncomfortable or concerned
- If you really must be alone in the Trinity Rooms, ensure someone knows you will be there and agree to check in with them at the end of your shift
- Ensure you have contact details for someone with access to the Trinity Rooms
- Carry a charged mobile phone
- When opening and locking external doors make sure you are not being watched
- If you feel uncomfortable, lock the doors
- Do not leave the key in the lock but keep the key quickly accessible
- Do not value protecting the building, or property, higher than your own safety

Policy for management

- Consider having a regular time where people can drop in and carry out tasks. This could be before or after an event in the building so there is a clear timeslot

Pointers for people working alone

- Do not work at height under any circumstances
- Do consider whether a physically tricky task needs to be done now or could wait until someone else is around
- Make sure you know where the first aid kit is

| | |
|--------------------|------------------------------------|
| Written by | Sarah Frazer and Fran Mosley |
| Policy approved by | Trustees Jan 2025 |
| Next review due | Jan 2026 |
| Published | Google Drive Volunteer handbook |