

**Moseley and Kings Heath Shed,**

# **Lone Working Policy**

Moseley and Kings Heath Shed DOES NOT allow anyone working alone within the Shed building due to the inherent health safety hazards that could be magnified by lone work. However we recognise that on occasions it may be necessary for members to enter the workspace for maintenance and other purposes. This policy outlines situations where members will be allowed to enter the Shed area alone and what they will be allowed to do:

Situations where members will be allowed to enter the Shed by themselves:

- opening up the Shed in anticipation that other members will be entering the Shed either for a session or a meeting within 30 minutes;
- visiting the Shed to check for posted mail, telephone messages or to do a visual inspection of the building; immediate response to a problem (eg putting down buckets for a roof leak) and
- opening the Shed to admit pre-arranged Contractors and Service personnel.

Whilst in the Shed in a 'lone period' the member will:

- not use any hand tools, machinery, do any heavy lifting or use any ladders or similar to reach any above head heights;
- limit themselves to simple jobs such as tidying up, making a cup of hot beverage, washing up, turn on heaters, open up tool cupboards, topping up consumables, visual inspection of the work area, general cleaning, etc.

If not opening the Shed for a session or a meeting, the member will have notified another keyholder member that they are visiting the Shed and will further notify them when they leave the Shed.