

Procedures for lone working/volunteering

Lone volunteering at The Old Library is not preferable and should be avoided if possible.

If lone working then follow the lone working procedure at all times:

- Keep the front door locked until another volunteer arrives, but do not leave the key in the door.
- At the end of each day, all volunteers are to be vigilant re: security measures e.g. ensuring all doors, windows are locked.
- Lone volunteers are not to let anyone into the building without prior appointment and proof of identity.
- All volunteers are to communicate work patterns with one another so that people are aware who is in the building and when.
- Lone volunteers are to always carry a mobile phone on their person at all times.