

## **SCARBOROUGH MARITIME HERITAGE CENTRE (SMHC)**

### **LONE WORKING POLICY**

It is the general policy of the SMHC that volunteers are not allowed to work on their own. Should the second volunteer become ill or not arrive for their scheduled time then contact should be made with the volunteer coordinator, chairman, director or committee member to see if they can attend. If a replacement is not available then the Centre should be closed and the volunteer return home.

Please put a sign in the window apologising that we have had to close unexpectedly.

Volunteers working alone are at increased risk of harm from normal hazards such as slips, trips and falls, aggression by visitors etc. Heart attack, stroke or seizure is particularly dangerous if they become incapacitated and are unable to summon assistance themselves.

Contact details for the people listed above are on the noticeboard in the kitchen.