CMC Lone Worker policy (in relation to the CMC Practice Room)

Introduction

The UCL CMC has a practice room, located in the basement of the Wilkins Building (Room B59). It contains an upright piano and is accessible to CMC members via a booking system. Members are free to practice any instrument in this room, either alone or in a small ensemble (up to 4 people).

General guidelines

The hours of use are from 8.30am to 10.30pm on weekdays and weekends. No one should access the room outside of these hours.

The maximum duration of a practice slot is **60mins**, although there will be a 30min buffer between slots to enable sufficient time to collect/return the key and walk to/from the room.

The room must be booked via the official CMC booking system, access to the room will be denied if the booking procedure has not been followed. Please see the CMC website for the booking procedure and access information.

The sole purpose of the room is to provide members with the facility to practice/rehearse music by individuals and/or small ensembles using the piano provided and/or instruments owned by members. No other activities are permitted in this room.

A suitable **Risk Assessment** has been carried out (Appendix 2) as per the UCL Lone Working guidance.

Lone working arrangements

The practice room has a booking system in place, members who wish to access the room must book it via this system. In booking the room, they agree to abide by this CMC Lone Worker policy and make themselves aware of the **CMC Fire Arrangements** (Appendix 3).

Members should follow the arrangements below to check in on arrival and out when they have finished using the room.

1. At the booking start time the member should visit the UCL Security Office at Foster Court to present their CMC membership card (to be retained by Security) and a contact telephone number, and then sign out the key. Once the key is signed out, the member is deemed to have 'checked in'.

2. The member must ensure they return the key to the UCL Security Office at Foster Court just prior to the end of their booking end time, and collect their membership card. Once the key is signed back in, the member is deemed to have 'checked out'.

The booking system will provide the necessary safety control measures to ensure that members are accounted for while using the room.

If the room key is not returned to the UCL Security Office at Foster Court by the designated booking end time, after an agreed period of time security staff will contact the member to confirm their situation and raise the alarm if contact cannot be made.

N.B. While using the room, if the fire alarm sounds/a fire is discovered the member must evacuate and alert security staff by dialling +44 (0)20 7679 2222. Please read the **FBA Fire Arrangements** (Appendix 3) for further information.