



_____ Church/Circuit

Lone Worker Policy for paid and voluntary workers

General statement of policy

This policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to our employees, volunteers, congregation, visitors and others. This will be in accordance with good practice and any relevant statutory provisions where they apply. This policy applies to all situations involving lone working, paid and unpaid arising in connection with the duties and activities of the church

The Church Council/Circuit Meeting accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will keep lone worker matters under review at appropriate intervals.

We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteers to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention.

A copy of the policy will be kept in the church and made available to others on request.

Signed: _____ Chair of Church Council/Circuit Meeting

Name _____

Date: _____

Date of next review: _____

It is important that the following guidance is read and followed to ensure the church is complying with the Lone Working Policy agreed by the trustees of the Circuit/ Church.

Further information can be found on this link

<https://www.hse.gov.uk/lone-working/employer/index.htm>

1. Introduction

At times, many church employees, paid and unpaid will be in situations where they are a 'lone worker'.

Many lay employees work on a part-time basis from their own home and are entitled to expect systems to account for their safety there too.

Under the Management of Health and Safety at Work Regulations (2006 Amendment & 1999), the employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

'Lone worker' includes:

Those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other, e.g. in different locations
- People working outside normal hours, e.g. cleaners

Those working away from their fixed base where:

- One person is visiting another premises or meeting venue
- One person is making a home visit to an individual
- One person is working from their own home.

3. Aims of the Policy

The aim of the policy is to: -

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

4. Responsibilities

The Church is responsible for:

- Assessing 'reasonably foreseeable risks' – identifying, evaluating and managing risks associated with lone working;
- Ensuring that employees or volunteers have a means of summoning help if necessary;
- Ensuring that contact details for the employee and their next of kin are kept on file;
- Keeping a record of any health issues that might affect someone's ability to work alone safely;
- Providing resources for putting the policy into practice;

- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed;
- Ensuring that all staff and volunteers are aware of the policy;
- Identifying situations where people work alone and considering alternative arrangements, where appropriate;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- Providing a mobile phone, and other personal safety equipment, where this is felt to be desirable.

Employees and volunteers are responsible for: -

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy.

Good Practice for Lone Workers

- All staff leaving the workplace (or home) to undertake work-related tasks alone should consider leaving details of where they are going and their estimated time of arrival back at base.
- When arranging one-to-one meetings, staff should consider whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity.
- Lone workers should have access to adequate first-aid facilities.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.

5. Guidance for Risk Assessments of Lone Working

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Is any known risk attached to a home visit?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?