



LONE WORKING POLICY

1. Introduction

The Parochial Parish Council (PCC) is committed to the health and safety of all workers and volunteers. This policy is in place to minimise risks to workers and volunteers who may need to work alone and clearly identify the responsibilities each person has in the situation.

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

There is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours. Employers and employees therefore have a duty to themselves and others with regard to safety.

2. Who is defined as a lone worker

Lone workers are defined as those who are working:

In the church building

- Out of sight and earshot of another colleague
- Alone on the premises (eg. the Administrator, the cleaner etc.)
- Outside of normal hours

Away from the church building

- By visiting another premises or venue
- At home
- Carrying out a home visit to an individual
- In the churchyard when nobody else is present
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3. Risks of lone working

The potential risks faced by a lone worker include:

- Threat of abuse or physical violence from a visitor including sexual advances deemed to be inappropriate and/or threatening
- The risk of theft
- Sudden illness or physical accident which makes the lone worker unable to carry out appropriate first aid on themselves or to call for medical assistance
- Fire
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Stress caused by working in isolation or abusive calls or messages on social media
- Accusations by a member the public of inappropriate behaviour by a volunteer, member or visitor when there are no witnesses

This is not an exhaustive list; individuals are expected to raise any potential lone working hazards so the risk can be assessed and any necessary control measures applied.

4. Principles

The PCC recognises there are times when lone working is necessary, therefore it will carry out the following to ensure the safety of church personnel:

- Carry out any maintenance promptly
- Ensure the location of the First Aid kit is clearly signposted
- Have a clear procedure for lone workers to raise the alarm if an incident occurs and a means of communicating easily with others if an issue arises
- Clearly display a list of key telephone numbers to contact in the event of an incident
- Not allow anyone to work alone if any health issue poses a risk to the individual

5. Control Measures

Responsibilities lie with the both the organisation and the individual lone worker.

All workers will:

- Ensure they are familiar with PCC policies and procedures, especially those relating to safeguarding
- Not undertake work for which they have received no training or are qualified to do
- Take reasonable care of their own health and safety
- Always have a mobile phone on them at all times, charged and in good working order
- Not do anything to put themselves in danger, including after dark
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances
- Never cut corners or rush work
- Always follow reasonable targets
- Stop for regular breaks and, if possible, change activity
- Ensure the incumbent knows of any relevant medical conditions
- Report any hazards or accidents encountered

When opening and locking up the church or dealing with an alarm call out, keyholders are advised to inform someone at home or within the organisation when they are on the premises, and when they are leaving. Keyholders must lock up, preferably before it gets dark or ask someone to accompany them during the visit.

6. Home visits

Lone workers should ensure their own personal safety whilst visiting people in their homes. If circumstances allow, consideration should be given as to whether the visitor should be accompanied. Lone workers should always ensure

- Someone is aware of their whereabouts. If the visit is considered to carry any risk provide a designated person detail of the address, the person they are visiting, telephone number, approximate time of arrival and departure. If the designated person does not receive a response within half an hour of the planned end time of the visit, they need to contact one of the Church Wardens.
- The individual undertaking the visit must always have a mobile phone on them at all times, charged and in good working order.
- Under no circumstances conduct a home visit with a child or a person under the age of 18 years in their home unless another adult is present.
- Confrontation should be avoided and if the person has any concerns about their safety they must leave immediately.
- Where possible conduct the meeting during daylight hours.
- The visiting individual's car is well maintained with fuel in the tank.

7. Emergency Services Information

Dial 999 and be ready to give the following information:

- Your name
- Telephone number, the best number to use in the circumstance
- Address
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

This policy will be reviewed as required, or if a situation occurs, which necessitates any amendment.

Signed:

Rev'd Amber Beresford – Vicar & PCC Chair

Date: