



Church Lone Worker Policy

Introduction:

At times, many church employees will be in situations where they are a 'lone worker'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognized that the Church, as an employer, does not have the structure associated with a large business, its aims to be a good employer, concerned about the safety of employees.

Scope of the Policy:

This policy applies to all situations involving working alone arising in connection with the duties and activities of the church.

'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 in their own home

Aims of the Policy:

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working;
- Reduce the number of incidents and injuries to staff related working alone.

1. Condition Assessment

- a. Is the person medically fit and suitable to work alone?
- b. Are there adequate channels of communication in an emergency?
- c. Does the workplace or task present a special risk to the lone worker?
- d. Is there a risk of violence? Or personal harm?
- e. Is any known risk attached to a home visit?
- f. Has safe travelling between arrangements been made where appropriate?
- g. Can the whereabouts of the lone worker be traced?

2. Though we understand that circumstances may necessitate discretion being exercised - Good Practice for Working Alone are:
 - a. When you are working in the church alone (or visiting someone in their home) make sure someone else knows where you are, and what time you are due back. Get them to check on you if you are not back when expected and if they can't contact you, to raise the alarm.
 - b. 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.
 - c. Carry a charged mobile phone with you, to use in case of emergency.
 - d. Be alert to possible dangers and minimise them – for example keep lights on until a building is completely vacated.
 - e. If working in the church after dark, lock the doors.
3. Finals thoughts:
 - a. Know the location of:
 - i. Phone
 - ii. Exit/ secondary exit
 - iii. Fire extinguisher
 - b. Inform the Leadership Team of any suspicious behaviour noted, or any threats received.