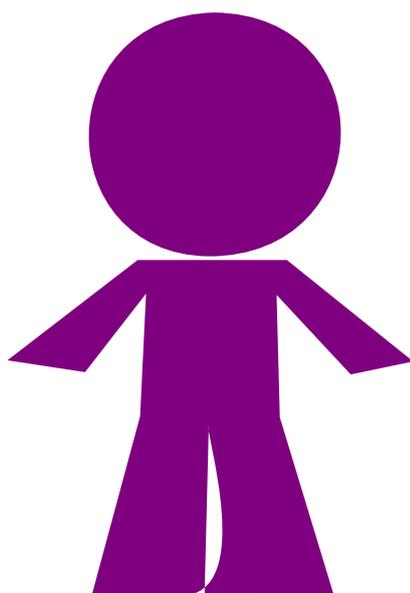


Lone Worker Policy for South Wigston Methodist Church

February 2020



Introduction

A **lone worker** is anyone who works in isolation from their colleagues without close or direct supervision.

This includes:

- Only one person working on church premises
- People working in separate locations from each other on church premises (e.g. one in the Sanctuary and one in the Lounge)
- One person making a home visit to an individual (e.g. pastoral visit)

Roles that are likely to require lone working include:

- Cleaner
- Steward
- Property Steward
- Bookings Secretary
- Pastoral Visitor

Scope of the Policy

This policy applies to all situations involving lone working that arise in connection with the duties and activities of South Wigston Methodist Church.

Aims of the Policy

The aims of the policy are to:

- increase awareness of safety issues relating to lone working;
- ensure that the risks of lone working are assessed in a systematic and ongoing way, and that safe systems of working are put in place to reduce the risks so far as is reasonably practical.

Responsibilities

South Wigston Methodist Church is responsible for:

- ensuring that all lone workers are aware of this policy;
- identifying situations where people work alone and considering alternative arrangements, where appropriate;
- identifying, evaluating and managing risks associated with lone working;
- ensuring that lone workers have a means of summoning help if necessary;
- implementing a system of reporting, investigating and reporting incidents linked to lone working;
- providing support for a lone worker involved in an incident.

Lone workers are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- following guidance and procedures for safe working;
- reporting any risks, potential risks or concerns in respect of working alone;
- reporting all incidents that may affect the health and safety of themselves or others.

Good Practice for Lone Workers

Before assigning/undertaking any task that will require lone working, the following checklist should be completed:

- Is there an alternative to lone working?
 - Can the task be carried out at a time when others are also likely to be present?
 - Could a pastoral visit take place at a location where confidentiality could be maintained but others would be in the vicinity?
- Is the person/am I medically fit and suitable to work alone?
- Is there a means of summoning help in an emergency?
 - Does the person/do I have a mobile phone?
- Does the person/do I have access to first aid facilities?
- Can the whereabouts of the person/my whereabouts be traced?
 - Does somebody else know their/my location and estimated times of arrival and departure?
- Does the location or task present a special risk to the lone worker?

Review

This policy will be reviewed annually by the Church Council.
Next review date: February 2021

Signed.....
Chair of Church Council

Dated 11th February 2020