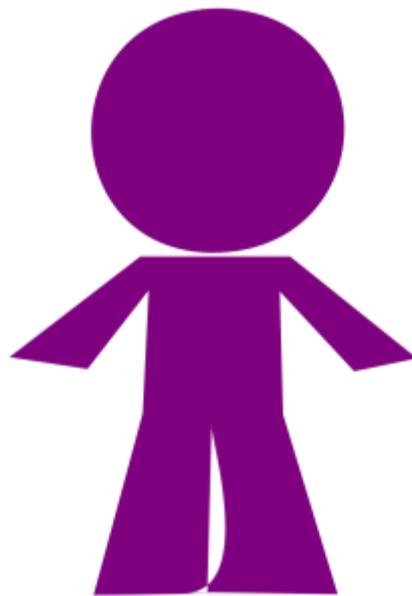


# **Lone Worker Policy for South Wigston Methodist Church**

**October 2021**



## **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: October 2022

Signed.....  
Chair of Church Council

Dated 5 October 2021