1. Introduction

The purpose of this policy is to provide guidance to staff and volunteers in St Andrew’s Parish when working alone on behalf of the Parish Church either at the Church or on church business elsewhere outside their own home.

2. Scope

This policy covers all Clergy, staff, voluntary workers, contractors and/or organisations/individuals hiring church premises.

3. Roles and responsibilities

Overall and final responsibility for policy implementation is with St Andrews Church PCC

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Vicar and Church Wardens

4. Policy Statement

The church seeks to minimise the risks of lone working to sensible and acceptable levels. General guidelines are provided below. However, it is the responsibility of the individual worker to make a reasonable assessment of any risks associated with their working alone, and to discuss those risks and appropriate risk control measures with their immediate supervisor.

It is the responsibility of supervising staff to ensure that lone workers under their supervision have the awareness and competency to follow these guidelines.

5. Policy Guidance

This policy is to be read in conjunction with:

• St Andrew’s Cleveleys Health and Safety Policy

• St Andrew’s Cleveleys current lone worker risk assessment.

5.1 General

When working alone at the church you should observe the following precautions:

* Do not work at height
* Do not use gas appliances unless you are familiar with their operation
* Ensure that you have a mobile phone with you that is on, charged and has credit and carry it with you
* Ensure that someone knows where you are and when you expect to leave. Let them know that you have left safely.
* Ensure that you are sufficiently fit and well to be carrying out your tasks alone.
* Consider advising your line manager and/or other appropriate personnel (e.g. first aider) of any health condition that may require treatment at work e.g. diabetes, epilepsy, or asthma, to help ensure your
* health and safety and appropriate treatment in case of emergency.
* Any incidents must be reported so that they may be recorded

5.2 Lone working at the church

In addition to the general guidelines:

* Ensure that all church doors are locked to prevent unauthorised entry to the building
* Ensure that you know where to find the first aid kits – kits are kept on the premises in the church.
* Ensure that you are familiar with the procedures for dealing with fire – see Health & Safety Policy for further information
* Check that the building is empty with another person if you are being left on your own after and event or activity.

5.3 Lone working outside of the church

Visiting people and places who are known to you.

If working alone away from the Church you should consider if your visit might present a risk to you. Most working away from the Church including home visits are likely to be ‘low risk’ as most of the people and places staff and volunteers visit are likely to be known to the Church. However this is not always the case.

It is good practice to tell colleagues before you go out on a visit. You should always aim to do the following:

• Let your colleagues know where you are going;

• Make a note in your diary of who and where you are visiting;

• The nature and location of the meeting or activity;

• Your estimated time of return to the office or home;

• If your plan changes you should contact a work colleague or family member to let them know what is happening and that you are safe;

• Make sure that you have a mobile phone with you.

Visiting people and places that are not known to you and who may present a risk. If you have any concerns for your safety then it is advisable to get a colleague to come with you. If this is not possible, it is important that a colleague or family member knows your whereabouts, where you are meeting the person, how long you expect to be and when you expect to return. You should also:

• Keep the mobile phone on during the meeting so that you can use it quickly in an emergency;

• Always follow the person into the building and ask that any dogs are removed from the room;

• Familiarise yourself with the quickest means of exit should you need to;

• Ensure that you seat yourself near to the door so you can exit quickly if needed.

6. Emergency contacts

If there is an intruder or you are threatened dial 999, give the address of the Church:

St Andrews Church, Rough Lea Road, Cleveleys, FY5 1DX