



Lone Worker Policy

St James Clitheroe

June 2021

1. Our Commitment

The purpose of this policy is to

- a) Ensure all lone workers are aware of the specific risks in doing so and
- b) Set out the respective responsibilities of the employer and lone workers to minimise such risks.

The PCC commit to carrying out their responsibilities in a thorough and disciplined way to protect lone workers and ensure lone workers are aware of the risks. The PCC also commits to providing advice and guidance on what actions lone workers should take to protect themselves.

It is a condition of employment that staff will abide by this policy and that failure to do so may result in disciplinary proceedings.

2. Responsibilities of the Employer

- To show that reasonably foreseeable risks have been identified through risk assessments, with appropriate actions take to minimise them, subject to annual reviews.
- To ensure there is adequate insurance cover for all lone working with standard health and safety practices adhered to.
- To install all reasonable security equipment, systems and procedures, in consultation with lone workers.
- To ensure lone workers in vulnerable positions have adequate communication tools and techniques to ensure they can summon help when needed.
- To offer appropriate training in personal safety to, and inspection of, lone workers to include: what to do in the event of fire; suspicion of intruders; how to exit the buildings quickly and safely and where to locate first aid kits;
- To keep proper records of all lone workers with next of kin and emergency contact information.
- To insist that all lone workers follow prescribed guidance on safe lone working.
- To ensure that all lone workers have a copy of or access to this policy.
- To ensure that each and every lone worker feels that the employer has taken all reasonable steps to protect their safety.

3. Responsibilities of Lone Workers

- To avoid placing themselves in unnecessarily dangerous or vulnerable situations; typical situations can include:
 - i. Anyone working on preparation for events or maintenance, either inside or outside;
 - ii. A pastoral visitor going to people's homes, or allowing people into their home;
 - iii. Staff or volunteers counting, or banking, cash;
 - iv. A member of staff travelling by car or public transport on their own in the course of their work;
 - v. A member of staff alone with one or more children or young people whether in a public place, a school, in the church or on private property.

- To be alert to possible dangers and to minimise risk by their own behaviours; typical risks can include (this list is not exhaustive):
 - i. Physical accident or injury when there is no-one available to fetch help or support them;
 - ii. Sudden illness;
 - iii. Physical violence, abuse or a threat of any kind from a visitor;
 - iv. Sexual or other behaviour deemed inappropriate, threatening or controlling;
 - v. Accusations by a visitor of inappropriate behaviour where there are no witnesses and,
 - vi. Stress caused by working in isolation.
- When arriving at work early, or working late, to contact someone to confirm safe arrival and/or expected time back home.
- For potentially difficult visits: to inform others of their movements by keeping a register in the church office of visits being made, and informing others of time expected back, with an agreed action plan should the lone worker not arrive back on time, or communicate.
- To inform their line manager and/or other staff of any suspicious behaviour noted or any threats made towards them;
- To make use of all relevant training opportunities provided by the employer;
- To drive responsibly and to keep their vehicle properly insured, tested and adequately maintained, with breakdown insurance, with sufficient fuel for their planned journey and to park in areas that are well lit at night.