



St Laurence Church Lone Working Policy

St Laurence Church Parochial Church Council (PCC) is committed to the health and safety of all those who work, volunteer, use and visit St Laurence Church and Pastoral Centre.

The Health & Safety Executive defines Lone Workers as “those who work by themselves without close or direct supervision.”ⁱ Lone working includes any work activity undertaken in isolation from other workers, including being the only person working in a building, home working, work travel and working at remote locations such as home visits or in the churchyard.

Where lone working is necessary, Line Managers/Supervisors and individual Lone Workers must take reasonable steps to ensure the health and safety of those who are working alone.

Risk Assessment

A risk assessment must be undertaken, and agreement reached as to the arrangements that need to be put in place, prior to a member of staff working alone. This is a legal requirement.ⁱⁱ

The lone working risk assessment will cover the following areas and arrangements will be agreed to minimise the associated risks:

- Is there a safe way in and out of the building for one person? eg out of office hours where the workplace could be locked up.
- Is there a risk of violence and/or aggression?
- Does the work involve lifting objects too large for one person?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- What procedures are in place in case of emergency (eg fire in the building or a medical emergency)
- If the lone worker’s first language is not English, are suitable arrangements in place to ensure clear communications in an emergency?
- If a person has a medical condition, are they able to work alone? Advice may be sought from a medical practitioner with the worker’s permission.
- Are arrangements in place so that someone else is aware of a lone worker's whereabouts at all times? (eg a “buddy system”)
- Are the lone worker’s personal and emergency contact details up to date and accessible if needed?
- Do they have a mobile phone or some other means of communication in an emergency?
- Are there any other risks to the lone worker because of the specific nature of their role (eg visiting families at home)?
- Are there arrangements in place to ensure the lone worker has direct contact with their manager/supervisor so that feelings of isolation and/or stress are minimised and managed appropriately.

The arrangements to minimise the identified risks should be written down and agreed by the Lone Worker and their Line Manager/Supervisor.

Those Working Alone

If you are going to be working alone, you are expected to:

- take part in the risk assessment and follow the agreed arrangements;
- take reasonable steps to ensure your own safety;
- ensure you always have means of communication (eg if you have a mobile phone make sure it's sufficiently charged);
- inform your Line Manager/Supervisor of any safety concerns you have;
- inform your Line Manager/Supervisor of any incidents which give you cause for concern.

ⁱ Health & Safety Executive, Lone Workers,
<https://www.hse.gov.uk/toolbox/workers/lone.htm> (accessed 11/01/2022)

ⁱⁱ Health and Safety at Work Act (1974); Management of Health and Safety at Work Regulations (1999)