

**St Oswalds Church Thornton in Lonsdale**

# **Lone Working Policy**

## St Oswalds Church Thornton in Lonsdale Lone Working Policy

### Policy

**St Oswalds Church** is committed to the health and safety of everyone in the church and churchyard. This policy is in place to minimise risks to those who may need to work alone in either of these places. It lays out the responsibilities each person has if they decide to work alone.

This policy does not cover lone working away from the church premises, such as home visiting because St Oswald's does not have a designated lay pastoral team which undertakes home visits on behalf of the church (informal and neighbourly visits fall outside the scope of this policy). Should this situation change this policy will be amended. The Clergy and Licensed Lay Minister carry out home visits with regard to Diocesan guidance.

### Lone workers are defined as follows:

Anyone working in the church building or church yard:

- who are working out of sight and earshot of others
- who are working alone on the premises

### The potential risks faced by a lone worker include:

- Sudden illness or physical accident which makes the lone worker unable to carry out appropriate first aid on themselves or to call for medical assistance.
- Fire
- Threat of abuse or physical violence.
- Accusations by a member of the public of inappropriate behaviour when there are no witnesses.
- Sexual advances deemed to be inappropriate and/or threatening.

### Principles

The Church does **not require** anyone to undertake lone working. However, the Church recognises that there are times when lone working is unavoidable, therefore we will carry out the following measures to ensure the safety of church personnel. We will:

- Carry out a risk assessment on the safety of the building to see if it can be improved, e.g. improve lighting, ensure door locks are adequate and carry out any maintenance required.
- Ensure all First Aid kits are clearly signposted.

- Clearly display a list of key telephone numbers to contact in the event of an incident.

### **Responsibilities of a lone worker**

A prerequisite of lone working is that lone workers are aware of and can activate and follow the health and safety procedures laid out by **St Oswalds Church** in the event of a fire; threat of abuse and/or physical violence; injury or an intruder. These include a knowledge of the location of the First Aid boxes and a familiarity with the contents; knowledge of emergency exits on the church premises and an awareness of who to call in the event of an emergency, knowledge of the location and operation of the personal alarm.

No person under the age of 18, or a person who is classified as vulnerable themselves, or who has a health condition which may lead to sudden collapsing or an inability to follow the health and safety procedures may undertake lone working.

**It is for you decide, having read this policy, whether you should undertake lone working or not.**

### **A lone worker should:**

- be aware and have taken account of the potential risks before commencing any lone working task.
- **Carry a mobile phone**
- **Carry the personal alarm provided**
- **Avoid taking** undue risks in regards to their own health and safety and the health and safety of others. This includes not informing visitors or people on the phone that they are alone
- not undertake repair works, use maintenance equipment or work at heights without another person present.
- report all accidents, incidents, near-misses and dangerous occurrences.
- Co-operate with the health and safety policy laid out by St Oswalds Church.

**In the case of an incident** (whether it be minor or major) whilst lone working on the church premises, a lone worker should contact The Health & Safety Officer (Sheila Hunter) or the Safeguarding Officer (Rosemary Hartley)

**In the case of emergencies** contact 999. The incident should also be reported in person to your Incumbent or Safeguarding Officer and logged in the incident book.

This policy was agreed by the PCC on **16 March 2026** and will be reviewed by **The Health and Safety Officer** in **March 2027**.

Signed:

(PCC Chair)

Date: