

## **Lone Worker Policy for St Etheldreda's and St Luke's, Hatfield**

**March 2024**

### **Summary**

Working alone is an essential practice for many in our church, either within the church buildings, in their own homes or other people's homes. Lone working cannot always be avoided. This policy recognises the risks and tries to minimise them by common sense and appropriate measures. It should be read in conjunction with the Diocese of St Albans **Guidelines for Lone Working and Personal Safety**.

### **Authorisation**

This policy will be reviewed annually by the PSO and Church Wardens and will be adopted by the PCC. It should be read alongside our current insurance policies and risk assessments.

### **Who does this affect?**

- The Rector and other clergy
- The Church Administrator
- The Cleaner
- Volunteers who work in the Office
- Other volunteers who come into church to sort out sacristy, the flowers, clean the brass or prepare the church for special services
- Those locking the church
- Those doing maintenance in church
- Someone doing a solo pastoral visit to people's homes
- Volunteers taking cash to the bank
- The Rector working at home
- Members of the leadership teams
- Organists
- Churchwardens

### **The Policy**

The purpose of this lone worker policy is to ensure that all church members are aware of the specific risk in working alone and to set out the respective responsibilities of the PCC and each individual to minimise such risks. The PCC commit to carrying out their responsibilities in a thorough and disciplined way. It is expected that all church members will abide by this policy.

### **The Risks**

This list is not exhaustive but identifies some of the risks faced.

- Physical accident (from injury, fire, etc such as when using kitchen or maintenance equipment when there is no one available to fetch help if necessary).
- Sudden illness, again when there is no one to raise the alarm.
- Physical violence or threat of abuse in any form from a visitor.
- Sexual behaviour or advances deemed to be inappropriate or threatening.
- Stress caused by working in isolation or from abusive calls or digital media.
- Accusations by a visitor of inappropriate behaviour by staff / volunteers when there are no witnesses.

## **Responsibilities**

**The PCC / Church Wardens** – should show that “reasonably foreseeable risks” have been identified and updated regularly with appropriate action taken to minimise them. This can be done in conjunction with the Health and Safety officer.

They should also:

Ensure that there is adequate insurance cover for all lone working, with standard practices adhered to. For example the accident books are in place and properly monitored.

Ensure that every member of the church feels that the PCC has taken all reasonable steps to ensure their safety. For paid staff this should happen during their reviews. The Annual Safety Review is available to all volunteers and staff.

Churchwardens to set up a Lone Workers WhatsApp group to monitor safety. Members to notify group of arrival and departure from church.

Insist that everyone follow the guidelines laid down on safe solo working.

**Individuals** (staff and volunteers) – also need to ensure that they don’t put themselves in unnecessary danger. If possible do visits in pairs (please read this in conjunction with the Policy on Pastoral Visiting). Do not agree to meet anyone in an isolated place. Consider carrying a personal alarm and a torch. Be alert to possible dangers and minimise them – for example keep lights on until a building is completely vacated; try to leave the building with another person if possible; using safety guards on power tools – and not using them when in the building alone. Have an understanding of alternative exit routes. Inform the Wardens or Rector of any suspicious behaviour or any threats made to them.

## **Advice**

When working in the church alone (or visiting someone in their home – please see Policy on Pastoral Visiting) make sure someone else knows where you are, and what time you are due home. Get them to check on you if you are not home when expected and if they can’t contact you, to raise the alarm.

Carry a charged mobile phone with you, to use in case of emergency.

Be aware of possible exits

Do not work at heights when alone; do not use power tools when alone.

When ascending the clock chamber alone, advise someone of your timing and safe descent.

For Pastoral Visits it is best not to visit people in their homes alone

If working in church, and particularly after dark or late in the evening, lock the doors if you feel this would protect you.

Choose varied routes to the bank, when taking cash.

## **March 2024**

Date of next review: March 2025