



St. Christopher's Lone Worker Policy

In line with the Health & Safety at Work Act 1974, all employers hold responsibility to provide a safe work environment for their employees.

The act states: It shall be the duty of every employer to ensure, so far a reasonably practicable, the health, safety and welfare at work of all their employees.

Policy Statement

St. Christopher's are committed to ensuring that its officers (paid staff and authorised volunteers), who may find themselves in situations where they have to work alone or unsupervised for some of their working day, are protected from risks to their health and safety. Wherever possible, the Church recommends that staff should work in pairs, but recognises that this is not always possible or appropriate. Staff or volunteers should not be expected to work alone if this makes them feel uncomfortable and issues of lone working should be discussed regularly with line managers or volunteer leaders.

Definition of Lone Working

A lone worker is anyone working without the direct and or immediate support of a supervisor or other colleagues. If an employee cannot be seen or heard by another colleague, they are lone working; whether that be for all or part of their working day.

St. Christopher's will consider you a lone worker when:

- Visiting people known, or less familiar in their homes or in public spaces on your own
- Travelling between appointments whether by car, public transport or walking on your own
- Working late in the church or Springfield Centre or on your own.

If an officer identifies activities / circumstances that have a significant level of risk attached to them through the process of 'dynamic' risk assessment; they should employ strategies to eliminate/minimise identified risks including choosing not to undertake said visit. This policy will outline the procedures that church officers are required to follow when lone working.

Procedures

All lone working employees are required to undertake training on dealing with confrontation, aggression, violence and the potential for false accusations. If dedicated training has yet to be delivered this should be arranged as soon as possible. The Church Safeguarding Officer will co-ordinate this.

Training should contain:

Conflict resolution, Disengagement techniques, Recognition of warning signs, How to carry out a 'Dynamic' risk assessment, How to use Lone worker apps on work equipment (mobile phone etc).

Responsibility of St. Christopher's PCC in respect of Lone Working:

- Identifying staff who are Lone Workers based on the above definition
- Ensure that all Lone Workers are provided with sufficient information, training, instruction and supervision to work alone safely
- Ensure that the identified measures outlined in this policy are in place and that where risk is considered high then in the first instance alternative strategies to mitigate the level of risk should be considered. Contact details and timings should always be provided to a line manager or volunteer leader who will check that the church officer has returned safely from the perceived 'high-risk situation.
- Ensure that the reporting of concerns is positively encouraged and a risk form is filled out as soon after the hazard has been identified.
- In the event that a visit with identified or unknown risks takes place the church officer should take ownership of informing their line manager of their safe return.
- Ensure that in the event of an incident the report form is completed and submitted as soon as possible and that a risk assessment is carried out and control measures put in place before similar actions / work is carried out again.

This policy will be reviewed and updated when appropriate, on an annual basis. This policy was implemented September 2019.

Next review should take place no later than September 2020 by the Church Safeguarding Officer on behalf of St. Christopher's PCC.