

LONE WORKING POLICY

1. Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to employees. Volunteers may regard this as 'best practice'.

This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

The **definition** of a lone worker is: "Those who work by themselves without close or direct supervision".

Persons at Risk

At CH URC, people at risk may include anyone who comes into the building alone during closure times and may include admin staff, cleaners, maintenance, **organisers** or musicians.

Hazards

... may include, for example:

- A potential for violence or threatening behaviour towards an individual, **with or without** carrying cash or high value equipment.
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders **etc** and/or lifting **heavy objects**.
- **Limited** competency, ability **or** medical condition of the individual.
- Hazards linked to pandemics, **civil upset** and similar.

This is not an exhaustive list, individuals are expected to discuss any potential lone working with their a manager so the risk can be assessed and any control measures applied.

2. Control Measures

All persons will:

- **Not** undertake work or **activities** for which they are not trained/qualified.
- Take reasonable care of their own health and safety, for example.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and/or using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Tell the secretary about any relevant medical conditions.
- Report any hazards or accidents encountered.
- Use PPE (Personal Protective Equipment) as necessary.
- **Consider carefully if the doors need be locked for protection, but this excludes help.**

CH URC will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks (PPE).
- Consider alternative methods where possible to reduce exposure to the hazard.

As a matter of practice, persons should arrange to be in the building with others. Key holders and others are strongly advised to inform a responsible person when they enter the church or other premises and when they are leaving. For those operating alone off the premises, someone should know details inc timings. Someone at home even... The church NO-longer has a fixed phone line – please have a mobile phone available. The secretary's phone no is 01625 877 180, and Local Leader Bernie 07769 73 13 78

Please also refer to the Safeguarding Policy, the Well-being Policy, the General Risk Assessment and other relevant documents.

3. Emergency Services Information - Dial 999 and be ready to give this information:

- Your name.
- Telephone number: your Mobile?
- Address: church is... 65 Swann Lane, Cheadle Hulme, STOCKPORT **SK8 7HU**
- Your exact location on the premises.
- A brief description of the situation.
- The best way to **approach**/enter the building.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.