

St John the Evangelist, Kenilworth

Guidelines for people engaged in 'lone working'

'Lone working' is defined by the Health & Safety Executive (HSE) as follows:

"A lone worker is 'someone who works by themselves without close or direct supervision'. They exist in all sectors and include those who:

...are volunteers carrying out work on their own, for charities or voluntary organisations"

This is a broad and very general definition. All staff / volunteers on church business should consider whether the activities they undertake might involve lone working, especially where it might place them at risk, for example (not exhaustive):

- where there is no-one else within earshot if you were to call for help;
- where you are on your own with a child or vulnerable adult;
- where you are on your own with someone whose demeanour or behaviour raises questions about your safety;
- where there is no means of raising the alarm if something untoward were to happen;
- where the nature of the environment itself might be a risk (e.g. poorly lit, poorly maintained, not secure, frequented by people whom you think might pose a risk to you).

What you must do

- You must take care of your own health and safety and that of others who may be harmed by your actions. For example, this might include carrying a mobile phone, letting someone know where you are, how long you are likely to be there, who else is there.
- You must cooperate with the church and other employees and volunteers to help everyone meet their duties under the law.
- You should not do anything to interfere with or misuse equipment provided for reasons of health, safety and welfare e.g. fire extinguishers, life vests etc.
- You should avoid placing yourself in unnecessarily dangerous situations.
- You must inform a warden and other staff of any suspicious behaviour noted or any threats made to them.
- You must attend relevant training provided by the church, which might include fire safety; personal safety; first aid; lone-working best practice.
- You must drive responsibly and to keep your vehicle properly insured [including insurance for business use], tested and maintained.

How to raise any concerns

If you're concerned about health and safety risks to you as a staff member / volunteer, talk to:

- one of the churchwardens
- your activity leader or supervisor
- someone on the PCC

What we shall do

We shall:

- Conduct a risk assessment with you and ensure that all factors are taken into consideration;
- Agree measures to eliminate / reduce risk;
- Provide you with the tools / equipment / processes to make you feel safe(r);
- Not insist that you work in an environment in which you do not feel safe;
- Review the situation regularly.