

LONE WORKER POLICY

Overview

1 Summary

This policy outlines the responsibilities and actions taken by the BBC Leadership team in relationship to staff, members, friends and other users of church facilities who are required to work alone as part of their authorised duties or church ministry. It also addresses the responsibilities of the individuals undertaking such activities.

2 Further Information

Barrow Baptist Church Trustees

3 History

This policy was introduced in September 2015 and is supplementary to the Church Health & Safety Policy. It was approved by the Church Leadership Team in September 2015.

4 Approval

The policy was approved by the Church Leadership Team in September 2015. All future changes to the policy will be submitted to the Leadership Team for further approval before such changes take effect.

5 Review

A review of the policy will be carried out annually by the Trustees

Key Information

1. Policy

1.1 Purpose

To ensure that all BBC leaders, staff, members and friends, and other facilities users are aware of the risks of lone working and the steps that need to be taken in considering safe working practises.

1.2 Statement

The church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, an environment which ensures the health, safety and welfare of all those who work in isolation as part of approved BBC ministries or other related activities.

1.3 Status of the Policy for Church Staff

This policy does not form part of the formal contract of employment, but it is a condition of employment that staff will abide by the rules and policies made by the Church from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

2. Responsibilities

2.1 Church Leadership Team

The leadership team will ensure appropriate procedures are in place in order:

- To assess the 'reasonably foreseeable risks' and put in place measures to offset such risks.
- To ensure that a system is in place for calling for help if there is a problem on the premises.
- To keep records of any health issues that may affect the employee whilst working alone.
- To ensure that a system is in place so that the employer knows that an employee is safe when working on their own either on or off the premises, (e.g. via phone calls and location visits).
- To provide all employees making home visits with a mobile phone or reimbursement of costs incurred for work or ministry-related calls made.
- To ensure that risk assessments have been carried out for any activities that may include lone working (e.g. working at heights, working with power tools, etc.).
- Check that insurance cover adequately covers the work to be undertaken
- Ensure an accident book is kept up to date.

2.2 Staff, Members and Friends of the Church

All Staff, Members and Friends will take the steps necessary:

- To take reasonable care of their own safety.
- To report any incidents of violence or aggressive behaviour.
- To arrange to meet unknown individuals in a public place and preferably with another person present.
- If making a home visit, to make sure that someone knows where they are going and that they have a mobile phone with them and to keep it turned on.
- If practical, on leaving the work base or home, to tell someone where they are going and when they expect to return.
- If practical, inform someone of who and where they are visiting and how they will get there.
- To consider a 'buddy system' where they let a colleague or friend know that they have arrived at a visit/premises and when leaving a visit/ premises.
- To always be 'streetwise' and vigilant, taking note of what is going on around them.

2.3 Other users

Although the Leadership Team will continue to provide every assistance to ensure general health and safety of all users, it is the responsibility of external organisers of events to undertake their own risk assessments and provide appropriately trained staff to run their events. In normal circumstances an authorised member of the church should be present when external organisations arrive at/depart from the building.

3. Other Resources

- Health and Safety in churches and other places of worship downloadable from Methodist Insurance's website: Please refer to www.methodistinsurance.co.uk
- It is recommended that all employers obtain the booklet produced by the Suzy Lamplugh Trust Personal Safety at Work - Lone Working. Please refer to www.suzylamplugh.org

4. Review

This policy will be reviewed annually by the Trustees.