

LONE WORKER POLICY

Overview

This policy outlines the responsibilities and actions taken by the Barrow Baptist Church Trustees 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. This policy was adopted in September 2015, updated in September 2019 and will be reviewed annually by the Trustees.

Key Information

1. Policy

1.1 Purpose

To ensure that all Barrow Baptist Church 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 Barrow Baptist Church 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 Trustees

The Trustees 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 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 in use and is regularly reviewed.

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 practical, on leaving the work base or home, to tell someone who and where they are visiting, how they will get there and when they expect to return, they must keep their mobile phone with them and keep it turned on.
- To always be 'streetwise' and vigilant, taking note of what is going on around them.
- To keep their mobile phone with them when working alone on the church premises.
- To keep external doors locked when working alone on the church premises.

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