



LONE WORKING POLICY

Authorised

Signed : _____

Date : _____

Name: _____

Position : _____

Lone Working Policy

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Introduction

For the reasons of safety Bethel Baptist Church aims to ensure that no employees or volunteers are ever at risk when working alone.

The Church will make reference to the Health and Safety Executive advice contained within their Working Alone document.

Actions

Risk assessments covering any potential lone working will be undertaken and retained. The risk assessments should establish the appropriate security measures necessary to improve the safety of a lone worker in a particular location at a particular time.

Employees or volunteers should avoid being in the church premises or visiting a location on church business when alone. If it is necessary to do so, they must notify a designated person such as a Trustee or Head of Ministry of their intention to visit, advise of their arrival and departure or when they are joined by a colleague.

Appropriate security measures must be taken when working alone such as locking doors or shutters, carrying a mobile phone, remaining in well-lit locations and if possible wearing or carrying personal alarms.

Ladders, steps and other such equipment must never be used when unaccompanied.

Lone workers must not exceed safe lifting of weights, even if this means that a job must wait until other workers can be present.

Visits to home addresses must not be undertaken unless accompanied by another adult. Employees and volunteers should consult with a Trustee or head of ministry before making a visit or delivery to a home address. The only exceptions will be for the Pastors who may need to visit people unaccompanied from time to time. In these circumstances the relevant Pastor will make another person aware ahead of their visit and notify them when the visit is over.

All church activities that are open to the public require more than one adult worker to be present at all times.

Visits of lone professional personnel e.g. Gas or Electrical workers, telephone engineers, suppliers etc. will be accompanied by a Church employee or volunteer for the duration of their visit.

Work or activity undertaken in the Church grounds will be adequately supervised.

The Church Administrator will retain all Risk Assessment documents and make them available for inspection when required.

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For more information concerning lone working Employees and Volunteers are directed to the Health and Safety Executive's 'Working Alone' document.