

Introduction

Under Health and Safety guidance lone workers are described as those who work by themselves without close or direct supervision. These include those working alone on the work site; those working away from the base or at a remote location; workers working outside normal hours; those who travel as part of their work and those who work at home. This policy also covers all volunteers who work on behalf of the church.

As an organisation we have the duty of care to ensure our employees and volunteers are fully aware of the potential hazards of working alone. It is important that the employer provides safe working conditions and procedures to protect the employee or volunteer. As part of this process a risk assessment would be carried out to identify potential hazards and offer solutions to allow for maximum protection.

Policy

This policy is to cover all lone workers/volunteers including those working at home. A risk assessment should be undertaken with the following points used and written instructions produced as appropriate;

- Check in arrangements
- End of working time notification/home safe calls
- Length of work period
- Suitable equipment needed
- Protective clothing as appropriate
- Manual handling techniques
- Bad weather arrangements

Where a lone worker or volunteer is based on site, inclusive of church buildings and properties (excluding vicarages) but is working outside normal working hours, the manager should consider whether there is in any adverse effect on the additional workload that may either physically or mentally cause illness or may increase the risk of the jobs.

Risk Assessment

The manager should consider if this work can be undertaken safely alone and consider what arrangements are needed to be put in place to ensure that there is no more risk of the worker or volunteers being alone than employees or volunteers working together.

The risk assessment should highlight specific arrangements for the monitoring of the hazards of lone working, discussed with the employee or volunteers and clear procedures written on to the risk assessment.

Linked Policies

This Policy should be used in conjunction with the Keighley Parish Home Visiting Policy.

Lone Working Policy

Staffing/volunteering levels

The manager must decide if the task can be undertaken safely by a single person.

The employee/ volunteer should not be exposed to a greater risk than when working with other employees/volunteers.

Remote Working

The following should be considered;

- How long the task/job will take and how frequently the employee/volunteer should report in, including end of working time notification or home safely call.
- Whether the employee/volunteer has a safe means of transport to and from the location.
- Whether is access to refreshment/first aid and rest facilities at the location.
- Whether emergency services can access the location easily.

Condition of the workplace

- The church has an obligation to ensure that the worker/volunteer has safe access to and safe exit from the building.
- Working conditions are in a ventilated, well-lit and appropriate environment
- Lifting operations can be carried out safely by one person.
- Any equipment is fit for use and appropriate to the job.
- Suitable fire precautions are in place

Communication

- Suitable two-way communication is essential with the leader of the activity. Use of mobile phones and radios are acceptable.
- The worker or volunteer should have at least two contact numbers in case of emergency
- The worker/volunteer needs to be able to raise an instant alarm or be located externally.
- The manager has next of kin contact details available in case of lost contact with the lone worker/volunteer.

Information and training

All workers/volunteers should be given adequate training in how to identify and avoid potential hazards and to be fully aware of any safety procedures or systems in place to protect them.

They must be entitled to leave the workplace if there is a safety or emergency.

Home working

All employees working from home for a long-term period should have a risk assessment of the workplace and job undertaken by their manager.

Cars/giving lifts

Ideally two people in a car with the person you are giving a lift to. If this is not possible an individual risk assessment for each journey needs to be discussed with the leader of the activity. Please check the car insurance covers you for voluntary activity.