

Formed by the churches of Holy Trinity – St. Paul’s – St. James’s

Lone Working Policy

Version 2

18th June 2018

Purpose

To provide guidance to staff and volunteers at Bushey Parish when working alone on behalf of Bushey Parish either at the Church or elsewhere outside their own home.

Policy Statement

The church seeks to minimise the risks of lone working to sensible and acceptable levels. General guidelines are provided below. However, it is the responsibility of the individual worker to make a reasonable assessment of any risks associated with their working alone, and to discuss those risks and appropriate risk control measures with their immediate supervisor.

It is the responsibility of supervising staff to ensure that lone workers under their supervision have the awareness and competency to follow these guidelines.

Policy Guidance

General

When working alone at the church you should observe the following precautions:

1. Do not work at height
2. Do not use gas appliances unless you are familiar with their operation
3. Ensure that you have a mobile phone with you that is on, charged and has credit
4. Ensure that someone knows where you are, and when you expect to leave. Let them know that you have left safely.
5. Ensure that you are sufficiently fit and well to be carrying out your tasks alone.
6. Any incidents must be reported on an incident report form

Lone working at the church

In addition to the general guidelines:

1. Ensure that all church doors are locked to prevent unauthorised entry to the building
2. Ensure that you know where to find the first aid kits
3. Ensure that you are familiar with the procedures for dealing with fire
4. Check that the building is empty with another person if you are being left on your own after an event or activity

Lone working outside of the church

Visiting people and places who are known to you. If working alone away from the Church you should consider if your visit might present a risk to you. Most working

away from the Church including home visits are likely to be 'low risk' as most of the people and places staff and volunteers visit are likely to be known to the Church. However this is not always the case. It is good practice to tell colleagues before you go out on a visit. You should always aim to do the following: -

- Let your colleagues know where you are going;
- Make a note in your office diary of who and where you are visiting;
- The nature and location of the meeting or activity;
- Your estimated time of return to the office or home;
- If your plan changes you should contact a work colleague or family member to let them know what is happening and that you are safe.
- Make sure that you have a mobile phone with you.

Visiting people and places that are not known to you and may present a risk. If you have any concerns for your safety then it is advisable to get a colleague to come with you. If this is not possible, it is important that a colleague or family member knows your whereabouts, where you are meeting the person, how long you expect to be and when you expect to return. You should also:-

- Keep the mobile phone on during the meeting so that you can use it quickly in an emergency.
- Always follow the person into the building and ask that any dogs are removed from the room.
- Familiarise yourself with the quickest means of exit should you need to.
- Ensure that you seat yourself near to the door so you can exit quickly if needed.

Emergency contacts

If there is an intruder or you are threatened dial 999, give the address of the Church:

Holy Trinity Church, Bushey Mill Lane, Bushey WD23 2AS
St. Paul's Church, Bushey Hall Road, Hertfordshire, WD23 2EQ
St. James's Church, High Street, Bushey WD23 1BD

Key holders are as follows; contact them or the designated person for that day.

Holy Trinity

Rev Dave Poultney - 07712 005449 or 01923 805061
Gill Onslow - 01923 464839 or 07951046049

St. James's

Ann E. White – 0208 950 9255

Parish Office – 0208 421 8192

St. Paul's

Marion Golding - 01923 245058

Christine Cocks - 020 8386 1372

Review and Approval Cycle

The review cycle for the this policy is every 2 years.

Date of Review – 18th June 2018

Date of Approval by PCC –

Date of Next Update – June 2020