



## PARISH LONE WORKING POLICY

Parish of Holy Trinity with St Columba, Fareham



St Columba Church

1. Working alone is an essential practice for many in our Parish and it cannot always be avoided. This policy recognises the risks and tries to minimise them, by common sense and appropriate measures. This Policy affects both paid staff and volunteers, working in the Parish Office, our two Churches, halls or undertaking tasks off-site such as pastoral visiting in people's homes, banking or working from home.
2. This policy forms one part of our Parish-wide Health and Safety at Work Policies in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974. These lead to the introduction of appropriate control measures to eliminate or control the significant risks identified, and to comply with requirements of Ecclesiastical Insurance. Health and Safety. In addition to this Policy, Safeguarding Policies are available on our Parish Website ([www.htscf.org.uk](http://www.htscf.org.uk)) and from the Parish Office, along with our current insurance policies and risk assessments.
3. The purpose of this lone worker policy is to ensure that all church members are aware of the specific risks in working alone and to set out the respective responsibilities of the PCC and each individual, to minimise such risks. The PCC commits to carrying out their responsibilities in a thorough and disciplined way. It is expected that all church members will abide by this policy.
4. Some of the risks faced include (but are not limited to):
  - Physical accident (from injury, fire, etc. such as when using kitchen or maintenance equipment when there is no one available to summons help if necessary)
  - Sudden illness, again when there is no one to raise the alarm
  - Physical violence or threat of abuse in any form from a visitor
  - Sexual behaviour or advances deemed to be inappropriate or threatening
  - Accusations by a visitor of inappropriate behaviour by staff / volunteers when there are no witnesses
  - Stress caused by working in isolation or from abusive calls or digital media
5. Detailed guidance notes on working alone are to be found on Portsmouth Diocese website [[https://cofeportsmouth.contentfiles.net/media/assets/file/Lone\\_Working\\_Policy.pdf](https://cofeportsmouth.contentfiles.net/media/assets/file/Lone_Working_Policy.pdf)].
6. The PCC will:
  - show that "reasonably foreseeable risks" have been identified and updated regularly, with appropriate action taken to minimise them. This can be done in conjunction with the Wardens and Health and Safety officers.
  - ensure that there is adequate insurance cover for all lone working, with standard practices adhered to- for example the accident books are used, followed up and regularly monitored.
  - equip vulnerable staff with appropriate communications tools so they can summon help when needed, eg door chains, spy holes, personal alarms, telephone.

- ensure that everyone clearly understands and has received training where appropriate, so that they are in a position to follow the guidance notes laid down on safe solo working within the Portsmouth Diocese website.
- Undertake to communicate guidelines to every member of the church so that the PCC has taken all reasonable steps to ensure their safety. For paid staff this should happen during their reviews.

7. Individuals working solo will:

- Participate in relevant training & communication and follow guidance of risk assessments & the Lone Working guidelines, to ensure that they don't put themselves in unnecessary danger.
- Agree not to meet anyone in an isolated place and consider carrying a personal alarm.
- Inform the Wardens or Rector and Safeguarding Officer of any suspicious behaviour noted, or any threats made against them.
- Agree not to work at heights nor use any power tools, when undertaking Church activities alone. Two exceptions. When maintaining church gardens, a circuit breaker will be used when using appropriate powered tools. When attending to church clock or flag pole, the individual will contact another using mobile phone, before and after their task.

**Agreed and paper copy signed August 2021 , last bullet point amended November 2021.**