



## **LONE WORKER POLICY**

### **SILVERDALE METHODIST CHURCH**

Lone workers include those who:

- Work away from an office base
- Work outside normal working/church opening hours (eg cleaners)
- Are the only person on the premises
- Work in the same building as others but in a space on their own

At times, many Circuit/Church employees and volunteers will be in situations where they are a 'lone worker'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognised that the Church, as an employer, does not have the structure associated with a large business, it aims to be a good employer and therefore be concerned about the safety of its employees and volunteers.

Many lay employees work on a part-time basis, at least partly from their own home, and so it is equally important to have a system in place to account for their safety too.

#### **Responsibilities of the Circuit/Church to Employees & Volunteers:**

- Assessing the 'reasonably foreseeable risks' and take 'reasonable' steps to manage them.
- Ensuring that a system is in place for calling for help if there is a problem on the premises of any Circuit church or manse, or other Church or Circuit owned/leased property.

#### **Responsibilities of the Circuit/Church to Employees:**

- Keeping on file the contact phone numbers of the employee and their next-of-kin. This information is to be kept confidentially in accordance with GDPR.
- Keeping records of any health issues that may affect the employee whilst working alone, these records to be kept confidentially in accordance with GDPR.
- Ensuring that a system is in place so that the employer knows that the employee is safe when working on their own either on or off church premises.
- Providing all employees making home visits with a mobile phone or reimbursement of costs incurred for work-related calls made.
- Ensuring that the employee receives the relevant training including a Health and Safety Induction.

#### **Responsibilities of the Circuit/Church to all Lone Workers (Employees and Volunteers):**

- Ensuring that the lone worker is aware of the relevant Safeguarding Policy.
- Ensuring that the current Certificate of Employer's Liability is in place.
- Checking that insurance cover adequately covers the work to be undertaken.
- Ensuring that relevant accident books are kept up to date.

In relation to lone worker risk assessment, consideration should also be given to:

- The remoteness of the workplace.
- Potential communication problems.
- Potential verbal and physical abuse.
- Vulnerability of lone workers to feelings of isolation, stress and depression.
- Whether or not all the plant, equipment, materials can be handled safely by one person.
- Whether or not the person is medically fit and able to work alone.
- How the lone worker will be supervised.
- How the lone worker will obtain help in an emergency such as assault, vehicle breakdown, accident or fire.
- Whether or not there is adequate first aid cover.

**Responsibilities of the lone worker (Employees and Volunteers):**

- Taking responsibility for their own safety.
  - Reporting any incidents of violence or aggressive behaviour.
  - Arranging to meet unknown individuals in a public place where practical, and possibly with another person present.
  - Making sure that, if making a home visit, someone knows where they are going and that they have access to a telephone.
  - If practical, on leaving their work base, telling someone where they are going and when they hope to be back, or to leave a note stating who and where they are visiting and how they will get there.
  - Considering a 'buddy system', when they let a colleague or friend know that they have arrived at a visit/premises and when leaving a visit/premises.
  - Considering carrying a Personal Alarm.
- i) Always be 'streetwise' and vigilant, taking note of what's going on around them.

Dated 24<sup>th</sup> February 2025

Signed,

A handwritten signature in black ink, reading "Liz Singleton". The signature is written in a cursive style with a long horizontal line extending from the bottom of the name.

Rev. Liz Singleton (Chair of the Church Council Meeting)