

# THE CHURCH OF THE GOOD SHEPHERD, CARSHALTON

## LONE WORKING POLICY

### 1. Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

The definition of a lone worker is: "Those who work by themselves without close or direct supervision".

### Persons at Risk

At The Church of the Good Shepherd, Carshalton, people at risk may include anyone who comes into the building alone during closure times and particularly clergy, caretakers and office staff. It may also include those who visit parishioners in their own homes.

### Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual.
- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders and lifting.
- Competency, ability and medical condition of the individual.

This is not an exhaustive list, individuals are expected to discuss any potential lone working with their immediate line manager so the risk can be assessed and any necessary control measures applied.

### 2. Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified.
- Avoid working in the building alone.
- If alone in the building then keep the outer doors locked.
- If alone they should not open the door to anyone without being confident of their identity and intention.
- If alone they should always have a working telephone on their person.
- If alone they should inform someone they are on the premises and when they are leaving.

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- Key holders are also advised to inform someone when they are attending an alarm call out.
- Those who are visiting someone in the parish should inform someone where they are, give them a personal contact number (their mobile), when they expect to leave and when they are leaving.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Tell their manager about any relevant medical conditions.
- Report any hazards or accidents encountered.

The Church of the Good Shepherd, Carshalton will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

**There is an emergency Whatsapp group should anyone who is working alone feel at risk. This is populated by a number of local people who may be able to get to the church rapidly.**

### 3. Emergency Services Information

Dial 999 and be ready to give the following information:

- Your name.
- Telephone number :020 8643 0411 or your mobile number.
- Address: The Church of the Good Shepherd, Queen Mary's Avenue, Carshalton Beeches, SM5 4NP
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.