

Lone Worker Policy for Staff and volunteers of St Laurence's Church, Ludlow

Policy Statement

This Lone Worker Policy is designed to ensure the safety and well-being of individuals working alone within the premises of, or on behalf of, St Laurence's Church, Ludlow. It outlines procedures, responsibilities, and precautions to be taken by lone workers to mitigate risks associated with working alone.

Purpose

The purpose of this policy is to:

1. Identify and assess potential risks associated with lone working.
2. Implement measures to minimize these risks.
3. Provide guidance to lone workers on safe practices.

Definitions

1. **Lone Worker:** An employee, volunteer, or contractor working alone in a designated area of the church premises, or on the church's behalf.

Responsibilities

Church Management

The church management is responsible for:

1. Identifying and assessing areas where lone working may be necessary.
2. Providing the necessary resources and training to support lone workers.
3. Reviewing and updating this policy on a regular basis to ensure its effectiveness.

Lone Workers

Lone workers are responsible for:

1. Familiarizing themselves with this policy and associated procedures.
2. Following all safety instructions provided by the church.
3. Reporting any concerns or incidents to their supervisor or designated contact person.

Risk Assessment

Before commencing any lone working activity, a risk assessment must be conducted. This assessment should consider:

1. **Location:** Evaluate the specific area where the lone work will take place, considering factors like accessibility, lighting, and potential hazards.
2. **Activity:** Identify the nature of the work being undertaken and any associated risks, including potential for injury or violence.
3. **Time:** Consider the time of day or night when the lone work will occur, as well as any additional risks associated with that time period.
4. **Communication:** Ensure that effective communication methods are in place, such as mobile phones, radios, or panic alarms.

Safety Measures

To mitigate risks associated with lone working, the following safety measures should be observed:

1. **Check-In Procedures:** Lone workers should establish regular check-in intervals with a designated contact person. Failure to check in within the agreed timeframe should trigger a response protocol.
2. **Emergency Response Plan:** Lone workers must be familiar with the church's emergency response plan, including evacuation routes, first aid kits, and emergency contacts.
3. **Communication Devices:** Provide lone workers with a means of communication (e.g., mobile phone or radio) and ensure it is fully charged and functional.
4. **Personal Protective Equipment (PPE):** Ensure that appropriate PPE is provided as necessary, and used as required for specific tasks.
5. **Training and Information:** Lone workers should receive adequate training on the specific risks associated with their tasks and be provided with relevant safety information.
6. **Incident Reporting:** Lone workers must promptly report any incidents, near misses, or safety concerns to their supervisor or designated contact person.

Review and Monitoring

This policy will be reviewed annually or as circumstances dictate. Any changes will be communicated to all relevant personnel.

Acknowledgement

I have read, understood, and agree to comply with the Lone Worker Policy of St Laurence's Church, Ludlow.

Signature: _____

Date: _____

Name (Printed): _____

Position/Role: _____