



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.

This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

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 St Matthew's people at risk may include anyone who comes into the building alone during any times, for example, those working in the office, or undertaking cleaning.

Hazards

These may include, for example:

- The use of machinery, electrical or other equipment or chemicals
- Encountering intruders
- Working at heights, using ladders or lifting
- Experiencing some medical issue, such as an asthma attack
- Tripping & slipping

This is not an exhaustive list. Individuals are expected to discuss any other hazards (both for lone-working and more generally) with the vicar / someone who can raise this with the vicar, and discuss any additional risks that are not covered in this document at present.

2. Control Measures

All lone workers are required to:

- Keep their own safety and well-being in mind when on the premises
(Taking care on the internal stairs, especially when wet)
- Not do anything to put themselves in danger
- Refrain from undertaking work for which they are not trained or qualified
- Refrain from using ladders, using only a 'kick stool' or equivalent for a little extra height, not leaning across to the side of them to reach things. Nor standing on chairs.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and dealing with hazardous substances

- Never cut corners or rush work, for example when operating the paper cutter
- Always set and aim for reasonable targets
- Stop for regular breaks and, if possible, change activity frequently
- If working at a desk, use a chair at the right height, a screen that is large enough to see clearly, and make sure to move away from work station at least once per hour
- Inform a relevant person of any relevant medical conditions
- Report any hazards or accidents encountered to their line manager
- Carry their personal mobile phone on their person when in the building
- Keep all external doors closed and locked
- Refrain from opening external doors to anyone they don't recognise to anyone who could pose a potential physical threat (intercom system due to be installed asap to assist with conducting conversations through the door) unless ID shown etc
- Refrain from confronting any mischief-makers on church property, and instead phone a suitable person to assist or for advice
- Open windows / take a break if not feeling 100% well

St Matthew's will:

- Compile a list of all potential lone workers (key holders)
- Provide these people with opportunity to discuss lone working
- Assess the risks to all lone workers and communicate the findings to them
- Provide appropriate training and resources
- Consider alternative work methods where possible to reduce exposure to a known hazard

It is preferable for staff to arrange to be in the building with others when they are outside of normal working hours. It is also advisable that staff inform someone (e.g. family member or friend) if they are in the church premises out of normal hours.

3. Emergency Services Information

In the event of an emergency, lone workers are encouraged to dial 999 and be ready to give the following information:

- Name
- Telephone number (we recommend this be your own personal mobile number)
- Address: St Matthew's Church, Sherford Road, Elburton, Plymouth, PL9 8DQ
- Your exact location on the premises
- A brief description of the situation
- The best way for the relevant emergency services to enter the building

This policy will be reviewed every year and whenever any amendment is deemed appropriate.

This document was put together using material from Agora Business Publications LLP

The policy was approved by St Matthew's PCC on 23rd November 2020



Key Holder Agreement

I acknowledge receipt of St Matthew's Lone Worker Policy as approved by the PCC on 23rd November 2020 and agree to abide by its terms.

Name:

Signed:

Date: