



Stantonbury Ecumenical Partnership Lone Working Policy

Scope

This document explains the Lone Working Policy in terms of:

- Definition of Lone Working
- Policy principles
- Reporting
- Lone Working Risk
- Assessing Risk
- Responsibilities
- Recording whereabouts of the Lone Worker

This policy was adopted from Churches Together in Milton Keynes.

Who it applies to

All clergy, employees and volunteers who

- work alone in a church building or
- carry out home visits alone or
- are visited at home by individuals or
- travel alone on church business or
- stay away from home overnight on their own for work purposes

Date of approval

By SEPC

Date 23 November 2023

By Trustees

Date 25 March 2024

Review date October 2026

Stantonbury Ecumenical Partnership (SEP) Lone Working Policy

1. Definition

A lone worker is defined as an employee or volunteer who regularly or occasionally works on their own without direct supervision or support.

2. Policy principles

The following principles underpin this policy:

- No employee or volunteer should be in a situation where they feel at risk
- Everyone is responsible for avoiding and managing any risks that arise from lone working. This is essential as the Lone Working Policy clearly cannot envisage every situation, and hence employees and volunteers are expected to demonstrate common sense and to also take responsibility for their own actions and safety.
- We will involve employees and volunteers in identifying risks that arise from lone working and consider ways to manage them
- Lone working risks should be identified and eliminated where possible and where this is not possible should be limited and managed
- Employees and volunteers will be provided with support, guidance and where applicable, training to assist them to stay safe
- Where appropriate, specific situations will be assessed for risk and an approach agreed with the lone worker and the Church Warden(s)/Officer(s).
- Precautions should take into account both normal working conditions and foreseeable emergency situations e.g., fire, equipment failure, illness and accidents
- All incidents arising from lone working must be reported to the Church Warden(s)/Church Officer(s) for monitoring and reporting purposes.
- A failure to follow agreed safety procedures increases risk and is a decision taken by individuals for which they are personally accountable. Any failure to follow agreed procedures may be dealt with as a disciplinary offence for employees.

3. Reporting

As an employee or volunteer you must report any concerns, lone working incidents or near misses to the Church Warden(s)/Church Officer(s) .

- Church Warden(s)/Church Officer(s) will keep records of all lone working incidents reported to them.

4. Lone Working Risk

We have identified the following general risk areas that may arise from lone working

- Home visits, either to another home or in your own home
- Working alone in a church building
- Meetings in empty/unfamiliar venues
- Lone activities e.g., parking vehicles at night
- Travel – car and public transport
- Overnight stays

5. Assessing Risk

Safe working arrangements are based on the following process:

- An assessment of the likeliness and seriousness of the risk
- The control or management of limiting of the risk
- Employees/Volunteers should consider the risks of any meeting arranged in their own home when alone and ensure appropriate steps are taken to minimise risks.
- Employees/Volunteers must assess the risks of meetings with third parties. Particular care should be taken in respect of meetings in non-public places.

6. Responsibilities

Whatever your role, wherever you work and whoever you work with, you are responsible for ensuring that you are working in a safe environment and that you safeguard your own and others' personal safety.

Stantonbury Trustees responsibilities

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- Ensuring there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed

Employees and volunteer responsibilities:

- Avoiding lone working where possible
- Identifying and reporting risks that may arise from lone working to the CIO Trustees
- Taking everyday precautions to ensure their own safety
- Follow the SEP's guidance and procedures
- Complying with any precautionary measures agreed with the relevant officer.

7. Recording Whereabouts of the Lone Worker (Employees/Volunteers)

- Any employee or volunteer is responsible for ensuring that a colleague, family member or friend is aware of their whereabouts if working alone.