



Lone Working Policy

1. Introduction

Bolton Villas *Family Church* recognises that sometimes staff and volunteers are required to work by themselves on the church premises and/or in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Bolton Villas *Family Church* has a duty of care to advise and assess risk for staff and volunteers when they work by themselves in these circumstances. However, staff and volunteers have a responsibility to take reasonable care of themselves and other people affected by their work.

2. Scope of the Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Bolton Villas *Family Church* staff, volunteers and Trustees.

Lone working includes:

- Those working at their main place of work where:
 - Only one person is working on the premises
 - People work separately from each other, e.g. in different locations
 - People working outside normal office hours.
- Those working away from the church premises where:
 - A member of staff or volunteer is visiting another premises or meeting venue
 - A member of staff or volunteer is making a home visit to an individual
 - A member of staff is working from his or her own home.

3. Aims of the Policy

The aim of the policy is to:

- Increase staff and volunteer awareness of safety issues relating to lone working;
- Ensure that the risk associated with lone working is assessed in a systematic and on-going way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that appropriate support and training is available to all staff and volunteers that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff and volunteers related to lone working.

4. Responsibilities

The Elders of Bolton Villas *Family* Church as Trustees are responsible for:

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

It is acknowledged that it is not possible to identify all scenarios where a member of staff or a volunteer maybe working alone or remotely. In all circumstances the onus is on the person undertaking the lone working to assess potential risks and to avoid such risk.

The Church Elders (or appropriate line manager) are responsible for:

- Ensuring that all staff and volunteers are aware of the policy;
- Ensuring that there is a named individual with contact details for staff who are working alone (on church premises) to contact if required;
- Taking all possible steps to ensure that lone workers are at no greater risk than other staff and volunteers
- Identify situations where people work alone and decide on whether systems can be adopted to avoid staff and volunteers carrying out tasks on their own;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks of working alone;
- Ensuring that staff and volunteers identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff or volunteers involved in any incident;
- Providing personal safety equipment, where this is felt to be desirable.

Staff and volunteers are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Undertaking their own 'risk assessment' to identify potential risks associated with working alone or remotely.
- Ensuring that work that requires two people to be present (e.g. work on ladders or scaffolding) should not be undertaken whilst alone.
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy; and
- Reporting any dangers they identify or any concerns they might have in respect of working alone

5. Guidance for Risk Assessments of Lone Working

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or tasks present a special risk to the lone worker?

- Is there a risk of violence?
- Are there any known risks attached to other people that the lone worker may encounter?
- Has an alternative to home visits been considered?
- Has safe travelling between locations been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

6. Good Practice for Lone Workers

- If there are only one or two persons on the premises then they are required to lock themselves in after entry, ensure the door alarm is operating, and not open the door to anyone that they do not know as belonging to part of the Church family.
- During their working hours, staff and volunteers leaving the workplace should leave written or verbal details of where they are going with a colleague/line manager and their estimated time of arrival back at base.
 - If, in the course of a trip away from the work place, the plans change significantly, this should be communicated to the same colleague/line manager.
- Telephone contact between a lone worker and a colleague/line manager, may be advisable.
- Lone workers should have access to adequate first aid facilities and mobile workers are advised to carry a first-aid kit suitable for treating minor injuries.
- Lone workers should carry a mobile phone and other person safety equipment where this is necessary.
- Occasionally a risk assessment may indicate that lone workers need training in first aid.

7. Monitoring Safety Issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened in the accident book. This includes incidents of verbal abuse.
- During supervision, the line manager will ask people working on their own whether there are any safety concerns that are not being addressed, Lone workers are encouraged to seek advice if any safety concerns arise.

Policy Approved By	Date	Next Review date
Elders' Meeting	24 th July 2026	April 2027