



Estuary and Mountain Mission Area

Lone Working Policy and Procedure

The Mission Area(MA) will avoid the need for employees/volunteers to work alone where reasonably practicable. Where lone working is necessary, the MA will take all reasonable steps to ensure the health and safety of employees/volunteers working alone.

The Trustee Board (Mission Area Conference) will ensure that a risk assessment is conducted and that arrangements are in place prior to employees/volunteers working alone.

Procedure

The Churchwarden will ensure that:

- lone working is avoided as far as is reasonably practicable;
- emergency procedures are in place so that employees/volunteers working alone can obtain assistance if required;
- a risk assessment is completed by a person competent to do so prior to employees/volunteers working alone;
- any employee/volunteer working alone is capable of undertaking the work alone;
- arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone; and
- training records are kept.

The person conducting the lone working assessment will:

- give consideration to the greater risks to expectant mothers and young persons;
- involve the employee/volunteer who is working alone in the assessment process and the development of safe working methods;

- advise the employee/volunteer undertaking the lone working of the findings of the assessment; and
- maintain a file of all lone working assessments.


In relation to a lone working risk assessment consideration should be given to:

- the remoteness of the place where lone working will be done;
- potential communication problems;
- the likelihood of a criminal attack;
- potential for verbal and physical abuse;
- vulnerability of lone workers to feelings of isolation, stress and depression;
- whether or not all the plant, equipment, materials, etc can be handled safely by one person;
- whether or not the person is medically fit and suitable to work alone;
- how the lone worker will be supervised;
- how the lone worker will obtain help in an emergency such as an assault, vehicle breakdown, accident or fire; and
- whether or not there is adequate first-aid cover.

Employees/volunteers working alone will:

- follow the safe working arrangements developed by the MAC for lone working;
- take reasonable steps to ensure their own safety; and
- inform their Churchwarden of any incidents or safety concerns.

Approved at the Mission Area Conference on 12th October 2022



The Rev'd Anne Hooper
Mission Area Leader