

# KIRKNEWTON & EAST CALDER PARISH CHURCH

## LONE WORKER POLICY

### 1. General Statement

The Trustees recognise that there may be an increased risk to the Health and Safety of members of staff and/or volunteers whilst working alone. For this reason, the following Policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this Policy, should be addressed to **The Session Clerk**.

### 2. Definition

For the purposes of this Policy, a **Lone Worker** is a member of staff or volunteer who spends some or all of their time working alone on Church Premises: -

- (1) during normal business hours (09.00/17.00) at an isolated location on Church Premises
- (2) outwith normal business hours (09.00/17.00) at an isolated location on Church Premises

### 3. Legal position

Our duty to both assess and control any risks from **Lone Working** is governed by the **Health and Safety at Work etc. Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of our staff and/or volunteers. Similar duties are owed to other workers, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended), and taking into account any special needs, such as pregnancy and young workers.

### 4. Risk assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered: -

- **risk of violence** All jobs involving an element of Lone Working will be assessed for a risk of verbal threats, or violence.
- **plant and equipment** All plant and equipment used by Lone Workers will be assessed to ensure that it is suitable for use by one person
- **working at height or in confined spaces** Working at height or in confined spaces is **NOT** permitted by Lone Workers
- **chemicals** Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone, together with any PPE required
- **the worker** The medical fitness of each member of staff or volunteer who may from time to time work alone will also be assessed.

- **access and egress** Some Lone Working may require access to locations which are difficult to access or exit. Where this is the case, the risk assessment will consider whether this type of task is suitable to be carried out by only one person
- **manual handling** If Lone Working requires the lifting or transporting of loads, a manual handling assessment will be carried out to confirm that the task is safe for one person to undertake
- **fire safety** Lone Workers require to be told what to do in the event of fire, including how to raise the alarm. Lone Workers must be aware of automatic audible alarms and be shown the location of escape routes and exits.

## 5. Control measures

In order to manage the risks identified, the following control measures will be adopted: -

- **communication** Lone Workers will require to carry a mobile phone and test that it works in the proposed location of work.
- **first aid** Lone Workers will be shown the locations of first aid kits at the various premises.
- **emergency procedures** In the event that they fall ill or get into difficulties, Lone Workers will use their mobile phone to contact next of kin or NHS 24 (dial 111) or Emergency Services (Dial 999)

## 6. Unacceptable Lone Working

The following activities are **NOT** to be carried out by Lone Workers under any circumstances: -

-Working at heights and working in confined spaces

## 7. Training

Where necessary, all Lone Workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to members of staff and volunteers.

## 8. Monitoring

The Board will seek feedback from Lone Workers to confirm that the tasks undertaken are supported by appropriate risk assessments which identify good working practices and safe systems of work. If the nature of any task requires to change significantly then a new or updated risk assessment must be prepared and briefed out to members of staff and volunteers.

## 9. Lone Worker duties

All Lone Workers are required to co-operate fully with this Policy.