

**The Netherexe Parishes**  
*"Growing the Love of God in Our Communities"*  
**Lone Worker Policy**

Our Lone Worker policy is part of our wider Health and Safety policy and is designed to draw attention to safeguards which are practical.

As the Church, we rely on so many volunteers and want to demonstrate the highest level of care for our staff and people.

**Who works alone?** Maybe not always, but sometimes -

Our Clergy, administrators in the Church Office, people preparing for Services, cleaning the Church, doing flower arranging, organ practice, Church maintenance, Churchyard maintenance, making a Pastoral visit, locking up the Church, taking cash to the bank, youth workers alone or with one or more children.

**What are the risks?**

Physical accident from injury, slipping or falling when there is no one to help.

Fire etc when using kitchen equipment or maintenance equipment.

Sudden illness, when there is no one to fetch help.

Physical violence or abuse in any form from a visitor.

Sexual behaviour or advances deemed to be inappropriate or threatening.

Accusations by a visitor of inappropriate behaviour by staff/volunteer when there are no witnesses.

Stress caused by working alone or from abusive telephone calls or digital media.

**What are our responsibilities?**

A list of emergency numbers should be readily available.

Check electrical and other equipment is safe and maintained regularly.

We must take all reasonable steps to minimise risks e.g. lighting pathways and check regularly that possible new risks are identified and minimised.

We must make sure that there is adequate insurance cover for lone working, and an accident book is properly maintained.

There is security equipment installed where needed and appropriate.

**What are the responsibilities of Staff and Volunteers?**

Staff and volunteers should not work at heights from steps or ladders when alone.

They should not lift heavy objects – including boxes of stationery – when alone.

They should avoid placing themselves in unnecessarily dangerous situations

and be alert to possible dangers and minimise the risk e.g. by keeping lights on.

They must make sure someone knows where they are and at what time they should expect them to return.

They should let others know of any suspicious behaviour.

Only visit certain clients in pairs.

**The message to Staff and Volunteers** if you will be working alone, is to be sensible, alert and let it be known where you are, what you will be doing and when you will return.