

The Church of St. Patrick Drumbeg

Lone Workers Policy

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1. **PURPOSE**

The Church of St. Patrick is committed to ensuring the safety of lone workers when exercising their duties in the absence of any colleagues or supervisors; and to ensure that the Church of St. Patrick complies with all of its legal obligations.

2. **SCOPE**

Lone workers are those that spend some, or all, of their working hours alone for a variety of reasons. They may work in an isolated location, be at a client's or any of the Church of St. Patrick's other premises, working from home, working in the community or may simply be working outside normal office hours in the office. In any case, the Church of St. Patrick recognises that working alone may involve an increased risk to the health and safety of its employees. As a consequence, the Church of St. Patrick has a policy that helps to ensure that it succeeds in its responsibility to manage the risks faced by its employees.

- Under the terms of the Health and Safety at Work Act 1974 the Company has a duty to ensure the health and safety of its employees as far as is reasonably practical.
- The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to assess the degree of risk in the workplace.

This policy applies to all employees and workers and sets out the risks presented by lone working; to identify individual responsibilities and to describe procedures designed to minimise these risks. It is not intended to overstate the risks of lone working but to give a framework for managing these.

3. PROCEDURE

3.1.1 Risk Assessments

The Church of St. Patrick will carry out risk assessments on all types of work that are (or are likely to be) undertaken alone with particular regard when doing so to the following factors:

- Risk of Violence
- Equipment
- Location
- Materials
- Proximity to help.

3.1.2 Once the role has been fully assessed, the Church of St. Patrick will consider whether the employee is fit and suitably experienced to work alone, and whether they have any medical condition that may create a risk if working alone.

3.1.3 Therefore, it is important that employees notify the Church of St. Patrick of any medical conditions that may make them unsuitable for working alone and are properly considered. Where necessary, advice will be sought from the employee's GP or from an occupational health advisor.

3.1.4 The assessment will also identify what precautions need to be undertaken and then the Church of St. Patrick will set limits as to what can, and cannot be done, whilst working alone and ensure employees are familiar with the warning signs of a potential risk and advise the employees of the types of circumstances when they should stop work and seek advice.

3.2 Procedures

3.2.1 All lone workers should adhere to the following guidelines when working alone:

- Avoid unnecessary out of hours working where possible.
- Notify your Line Manager if you are intending to work outside normal hours.
- Familiarise yourself with your location, fire safety procedures and escape routes in the event of an emergency.
- Where possible ensure that you have keys to all entrances and exits and keep them locked at all times.
- Do not allow unexpected visitors in unless they carry sufficient identification.
- Familiarise yourself with the alarm system at your location.
- Ensure that you leave your contact details with your Line Manager.
- Make sure that people at home are aware of your movements.
- Report any illness or accident, how minor and In the event that you feel unwell whilst lone working seek help immediately and if necessary call 999.

3.3 Control Measures

- The extent of any supervision will depend upon the tasks involved and the ability of the lone worker to identify and handle health and safety issues. The level of supervision will be based on the findings of the assessment.
- Employees working outside the normal working hours must always carry a fully charged mobile phone at all times.
- Regular contact via telephone/radio/email as appropriate to the type of work.
- Automatic warning systems or devices if the required level of contact is not maintained by the lone worker.
- Alarm devices to be used in emergencies.
- A full detailed record of travel/working hours/appointments.
- An agreed plan of action should an employee fail to report in as required.
- Support mechanisms are in place and readily available for lone workers affected by an incident.
- In the event of an emergency the main points of contact will be your immediate Line Manager.
- All lone workers must comply fully with this policy and with any complementary instructions received. Failure to do so may constitute a disciplinary offence.

3.4 Incident Reporting

3.4.1 The Church of St. Patrick will attempt to put steps indicated above to ensure the safety of its employees that work alone, however if in the unfortunate circumstance an incident does occur then it is important that this is reported to your Line Manager to ensure that appropriate action can be taken, and that risk management and procedures can be reviewed.

4 RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents: Stress at Work Policy and Health and Safety Policy, which are kept in the [Rectors Office](#) and the employee, may review these with their Line Manager upon request.

The above list is not exhaustive and other held Policies may be applicable.

5 WHERE TO FIND FURTHER INFORMATION

If you require further information on this policy or procedure, then please speak with your [Line Manager](#) in the first instance.

6 IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from **13th June 2017**.

The [Rector](#) and [Health and Safety Officer](#) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (**at least annually**) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be addressed to the [Rector](#) or [Health and Safety Officer](#).

POLICY REVIEW DATES

9th February 2018			