

St Helen's Church Ashby de la Zouch  
Lone Working & Personal Safety  
**Policy**

**Lone working** describes any situation whereby someone is not working alongside or near other staff or volunteers. Whilst every effort is made to avoid this there will be situations where individuals find themselves working alone in church, The Heritage Centre or on visits.

St Helen's church is committed to reducing the risks to all its staff and volunteers associated with lone working by:

- Carrying out a risk assessment to identify the risks associated with lone working
- Giving practical advice and clear guidance to staff and volunteers on how to minimise the risks associated with lone working
- Developing the ability of staff and volunteers to anticipate the risks and to manage them
- Ensure the proper reporting of incidents and near misses (things which might have happened) however minor
- It is essential that PCC, staff and volunteers co-operate to develop a culture of safe practices
- The PCC, staff and volunteers share the responsibility for achieving these objectives

**Risk assessment**

There are specific risks associated with lone working which should be planned for. Key issues are likely to be:

- Being taken ill, having an accident, or other incident
- Not being able to summon help
- Threat posed by an unexpected encounter

Putting some simple precautions in place and being aware of the risks will reduce the vulnerability of lone workers. The recording of any incidents or near misses will highlight additional issues for future consideration and may help others.

**Basic requirements for all lone workers**

- Take care of your own safety and that of others affected by your actions or inactions
- Comply with risk assessments and safe systems of work
- Follow any guidance or training given
- Report any situations not covered by systems of work to the Rector, Churchwardens or Heritage Officer
- Complete incident report forms in the event of an incident or near miss
- Have a network of contacts who know where you are – this might be The Heritage Officer, Church Administrator, friends, family, or other volunteers

**Policy last reviewed** .....

**Signed by Team Rector** .....

**Signed by Churchwarden** .....

**Signed by Churchwarden** .....

**Date of next review** .....