

PCC of All Saints' Weston with St. Mark's Shavington

Lone Working Procedure

Scope

This document defines the Lone Working Procedure to be adopted in the parish of All Saints' Weston with St. Mark's Shavington in the Diocese of Chester as required by the parish Health and Safety Policy.

Issue Record

Issue 1: 27th June 2020

Approved by PCC 24th June 2020

Readopted without amendment by PCC 15th September 2021

Readopted without amendment by PCC 16th November 2022

Review

This procedure shall be reviewed, revised if necessary and re-adopted annually by the PCC.

References

All Saint's Weston & St Mark's Shavington H & S Policy current issue.

Summary

Working alone is an essential practice for many in our church, either within the church buildings, in the vicarage, in their own homes or in other people's homes. Lone working cannot always be avoided. However, the risks can be mitigated by adopting appropriate measures which as described in this procedure.

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Who does this affect?

Many people may find themselves in a situation where they are a lone worker; some examples are given below but the list is not exhaustive:

- The Vicar and other clergy
- The Parish Administrator
- Cleaners
- Volunteers who come into church to sort out sacristy, the flowers, clean the brass, prepare the church for special services or carry out maintenance
- Those locking the church
- Someone doing a solo pastoral visit to people's homes
- Volunteers taking cash to the bank

The Risks

This list is not exhaustive but identifies some of the particular risks faced by a lone worker:

- Physical accident when there is no one else available to fetch help if necessary
- Sudden illness when there is no one else to raise the alarm
- Physical violence or threat of 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/volunteers when there are no witnesses
- Stress caused by working in isolation or from abusive calls or digital media

Risk Management Measures

- When working in the church alone (or visiting someone in their home) make sure someone else (family member or friend) knows where you are, what time you are due home and who to contact if they need to raise the alarm (for example vicar or churchwarden)
- Carry a charged mobile phone with you, to use in case of emergency
- Do not work at heights when alone
- Lock external doors, if practicable, to prevent access by unauthorized persons
- Choose different routes and times for travelling when taking cash for banking