

Magor Baptist Church

Charity No: 1136850

Lone Working Policy

Magor Baptist Church recognises and has a legal and moral responsibility to identify potential hazards and put appropriate controls in place to minimise those risks associated with a member of staff or volunteer working on their own whilst on church premises or working from home (the Minister).

The Church recognises and accepts its responsibilities for providing, as far as is reasonably practicable, an environment which ensures the health, safety and welfare of all those who work in isolation as part of approved Church ministries or other related activities

Magor Baptist Church will ensure that:

- Staff members and volunteers are familiar with the policy and any supporting procedure and/or guidelines and relevant training is received and recorded.
- Risk assessments are undertaken and appropriate measures are in place to minimise identified risks.
- Records of monitoring and incidents will be reported to enable the systems to be reviewed and revised.

The policy does not form part of the formal contract of employment; however it is a condition of employment that staff abide by the rules and policies made by the Church from time to time. Any failures to follow the policy may therefore result in disciplinary proceedings.

The Trustees will ensure that:

- Appropriate procedures / actions are in place.
- Any 'reasonably foreseeable risks' are assessed and measures put in place to offset / mitigate such risks.
- A system is in place for calling for help if there is a problem / issue on the premises; all lone workers must keep their mobile phone with them and keep it turned on, they must call for help if needed.
- Any known health issues that may affect the employee or volunteer whilst working alone will be noted and recorded in confidence.
- All members of staff or volunteers making a home visit must carry their mobile phone.
- Risk assessments have been conducted for any activities that may include lone working.
- The insurance adequately covers the work to be undertaken
- An accident book is in use and is regularly reviewed.

All staff members and volunteers working alone must:

- Take reasonable care of and be responsible for their own health and safety.
- Co-operate with employers and co-workers to help everyone meet their legal requirements.

Magor Baptist Church

Charity No: 1136850

- Report any incidents of violence or aggressive behaviour.
- Whenever possible, arrange to meet unknown individuals in a public place and preferably with another person present.
- When making a home visit, advise a responsible person (e.g. family member / colleague) who they are visiting and the location. They should give an agreed time for reporting back and advise when the visit is complete. They must keep their mobile phone with them and keep it turned on.
- Be 'streetwise' and vigilant, taking note of what is going on around them.
- If working on church premises, keep their mobile phone switched on, and with them at all times. They must advise a responsible person (e.g. family member / colleague) when the task is completed or they are leaving the church premises or have returned home safely.
- No lone working should ever be under-taken if there is significant risk of harm.
- Advise the Trustees in confidence, of any health issue that may affect them working alone.
- Keep external doors locked when working alone on the church premises.

Please note: The sanctuary, school room and blue room each have a different Wi-Fi code. Therefore when working alone, you should ensure that you have the code(s) on your mobile phone. The codes can be viewed next to the sound desk in the sanctuary.

No one person should undertake repairs in the building when working at height or where the use of a ladder is required.

Contractors

Although the Trustees will continue to provide every assistance to ensure general health and safety of all users, it is the responsibility of external organisers of events to undertake their own risk assessments and provide appropriately trained staff to run their events. In normal circumstances an authorised member of the church should be present when occasional building users / hirers arrive at and depart from the building.

The Lone Working Policy will be reviewed bi-annually by the Trustees.