

Parish of St Thomas with St Stephen Policy for Lone Working

St Thomas with St Stephen is committed to providing a safe working environment as far as reasonably practical that meets the needs of its staff and conforms to Health & Safety legislation.

Definition of lone working

Individuals are alone at work when they are on their own, they cannot be seen or heard by another worker, and/or where assistance is not readily available.

Aims of the policy

The aims of the policy are to:

- Increase awareness of safety issues relating to lone working
- Ensure that the risks of lone working are assessed regularly and that systems are put in place to minimise the risk as far as is practical.

Office based staff

- Ensure that the parish office holds up to date mobile phone numbers for all staff.
- If there is a change to a member of staff's day, they must inform the office so that if a member of staff does not arrive a phone call will be made to contact that person.
- When leaving the office to meet clients always record in diary or tell office team the estimated time of return.
- When working out of their regular hours staff member should text a named person to let them know they have left the building.
- All individuals are to take relevant and sensible precautionary measures whilst lone working. If a member of staff feels they

are putting themselves at risk through lone working they should discuss the situation with their line manager.

- Working at height will not be undertaken when working alone and must comply with health & safety provisions for the use of ladders & scaffold towers.
- Staff must make sure that external doors are closed when lone working.
- Do not let into the building unauthorised or unannounced persons when lone working.
- Members of staff are encouraged not to handle cash when lone working.
- This policy will be reviewed every 5 years from Jan 2017.

Keep yourself safe

- Do not give out personal details where possible
- Do not seek to communicate/make contact or respond to with children/young people or adults at risk outside of the purposes of the work

We are committed to reviewing our policy and procedures annually.