



*Chorley Parish Church of St. Laurence  
in the Church of England Diocese of Blackburn*

# Lone Working Policy

**Issue 2 July 2020**

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## 1. Introduction

The purpose of this policy is to provide guidance to staff and volunteers in St Laurence's Parish when working alone on behalf of the Parish Church either at the Church or on church business elsewhere outside their own home.

## 2. Scope

This policy covers all Clergy, staff, voluntary workers, contractors and/or organisations/individuals hiring church premises.

## 3. Roles and responsibilities

<b>Overall and final responsibility for policy implementation</b>	<i>Chorley Parish Church of St. Laurence Parochial Church Council</i>
<b>Day-to-day responsibility for ensuring this policy is put into practice is delegated to:</b>	<i>The Rector and Church Warden</i>

## 4. Policy Statement

The church seeks to minimise the risks of lone working to sensible and acceptable levels. General guidelines are provided below. However it is the responsibility of the individual worker to make a reasonable assessment of any risks associated with their working alone, and to discuss those risks and appropriate risk control measures with their immediate supervisor.

It is the responsibility of supervising staff to ensure that lone workers under their supervision have the awareness and competency to follow these guidelines.

## 5. Policy Guidance

*This policy is to be read in conjunction with:*

- *Chorley Parish Church of St. Laurence Health and Safety Policy*
- *Chorley Parish Church of St. Laurence current lone worker risk assessment.*

### 5.1 General

When working alone at the church you should observe the following precautions:

1. Do not work at height
2. Do not use gas appliances unless you are familiar with their operation
3. Ensure that you have a mobile phone with you that is on, charged and has credit and carry it with you
4. Ensure that someone knows where you are and when you expect to leave. Let them know that you have left safely.



5. Ensure that you are sufficiently fit and well to be carrying out your tasks alone.
6. Consider advising your line manager and/or other appropriate personnel (e.g. first aider) of any health condition that may require treatment at work e.g. diabetes, epilepsy, or asthma, to help ensure your health and safety and appropriate treatment in case of emergency
7. Any incidents must be reported to the church office so that they may be recorded in the accident book / accident record sheets on an accident form and record of accidents will be regularly reviewed. The accident book / accident record sheets are located in the Church Office

## 5.2 Lone working at the church

In addition to the general guidelines:

1. Ensure that all church doors are locked to prevent unauthorised entry to the building
2. Ensure that you know where to find the first aid kits – kits are kept on the premises in the church office, refectory, creche and upstairs room.
3. Ensure that you are familiar with the procedures for dealing with fire – see Health & Safety Policy for further information
4. Check that the building is empty with another person if you are being left on your own after an event or activity

## 5.3 Lone working outside of the church

### ***Visiting people and places who are known to you.***

If working alone away from the Church you should consider if your visit might present a risk to you. Most working away from the Church including home visits are likely to be 'low risk' as most of the people and places staff and volunteers visit are likely to be known to the Church. However this is not always the case. It is good practice to tell colleagues before you go out on a visit. You should always aim to do the following:

- Let your colleagues know where you are going;
- Make a note in your office diary of who and where you are visiting;
- The nature and location of the meeting or activity;
- Your estimated time of return to the office or home;
- If your plan changes you should contact a work colleague or family member to let them know what is happening and that you are safe;
- Make sure that you have a mobile phone with you.

### ***Visiting people and places that are not known to you and who may present a risk.***

If you have any concerns for your safety then it is advisable to get a colleague to come with you. If this is not possible, it is important that a colleague or family member knows your whereabouts, where you are meeting the person, how long you expect to be and when you expect to return. You should also:

- Keep the mobile phone on during the meeting so that you can use it quickly in an emergency;
- Always follow the person into the building and ask that any dogs are removed from the room;
- Familiarise yourself with the quickest means of exit should you need to;
- Ensure that you seat yourself near to the door so you can exit quickly if needed.

## 6. Emergency contacts

If there is an intruder or you are threatened dial 999, give the address of the Church:

**St Laurence's Church, Union Street, Chorley, PR7 1EB**



Contact the key holders as follows:

Warden: Bernard Oakley 01254 831693  
 Rector: Fr. Neil Kelley 01257 266037

## 7. Review and monitoring of this policy

This policy will be reviewed, monitored and revised every 18 months (or sooner if church activities change significantly or legislation changes) and will be approved by the PCC and adopted by the Church Meeting after such changes.

## 8. Further information

For further information please contact:

Rector: Fr. Neil Kelley 01257 266037  
 Warden: Bernard Oakley 01254 831693

## 9. Authorised

**Signed:**

**Name:** Fr. Neil Kelley **Date:**  
**Position:** Rector

**Signed:**

**Name:** Bernard Oakley **Date:**  
**Position:** Church Warden

Version History					
Version	Date	Detail	Author	Approved	Date
1.0	1.3.2018	New policy	J Haywood	PCC	
2.0	15.07.2020	Updated contact details	J Gemson	PCC	