Parish Church of St. Edward the Confessor

**LONE WORKING POLICY**

**Introduction**

Lone working in this policy is defined as anyone carrying out an activity, or task, in St. Edward's church, including the church grounds on their own.

The PCC is committed to making the church premises and activities safe for all church members and visitors.

**Aim of the Lone Working Policy**

To ensure up to date and appropriate Risk Assessment/s are in place.

To ensure anyone working anyone working alone in St Edward's church and grounds is familiar with identified hazards associated with their task on church premises,

their own safety and that they can manage it.

To ensure reviews of Risk Assessment/s are carried out when needed and an annual review is carried out by the PCC to ensure the Risk Assessment/s are

relevant and up to date.

**Risk Assessment**

To ensure all relevant hazards, in relation to working alone in St. Edward's, are identified and proportionate control measures are chosen and in place.

**Implementation**

To ensure lone workers carry a charged mobile phone, with credit OR another person has been notified they are working alone in church and when to expect the lone worker to contact them.

To ensure all relevant persons are familiar with the Risk Assessment and if any further necessary amendments are notified to J Gostelow or the PCC.

**Reviewed May 2025**

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**RISK ASSESSMENT**

**Activity: LONE WORKING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Identified Hazards** | **Persons at risk** | **Likelihood**  **A** | **Severity**  **B** | **Total**  **AxB** | **Control Measures** | **Additional Measures** |
| Working alone in St Edward’s church or grounds | Slips and Falls | Lone Worker | 3 | 3 | 9 | Familiarity with premises | Charged and with credit mobile phone |
| Assault by strangers in church or grounds | “ “ | 2 | 5 | 10 | Access entering church is safe | “ “ “ |
|  | Injuries caused by falling objects | “ “ | 3 | 3 | 9 | Familiarity with task | “ “ “  plus hard hats where necessary |
|  | Falls from working on ladders | “ “ | 3 | 6 | 18 | “ “ “ | No working above  2m height |
|  | Manual handling of loads | “ “ | 3 | 4 | 12 | “ “ “ | Manual handling training |
|  |  |  |  |  |  | All above to have pre-arranged notice of lone working in church or grounds |  |