

Liverpool Parish Church

**Lone Worker Policy
Personal Safety in and around the Parish
Church**

Liverpool Parish Church Lone Working Policy

Definition

A Lone Worker is any person, whether employed or engaged as a volunteer, whose work involves either a regular or a large portion of their time in situations where there is no close, frequent or regular involvement with other contactable workers or supervision. It does not apply to situations where an individual is dealing with a member of the public when other staff/volunteers are in sight or vocal range.

Purpose

The purpose of this policy is to ensure that staff, and volunteers, working alone in the premises of Liverpool Parish Church, either during or outside office hours, are aware of procedures designed to minimise personal risk. The overall aim is to safeguard both employees, volunteers, and visitors to Liverpool Parish Church from the dangers associated with lone working.

Responsibilities

Liverpool Parish Church is responsible for ensuring that where lone working is used appropriate risk mitigation measures are put in place.

Staff, and volunteers, who lone work are responsible for reviewing the risk assessment which is in place for their period of lone working, and for raising any concerns they may have with the person arranging/requiring the period of lone working prior to the period of lone working commencing.

Be Aware

Personal safety is a priority, and everyone should be aware of their own health and safety needs. Staff and volunteers who are working alone would not get involved in any situation that is escalating or where there are concerns that it might result in danger. They should:

- Be aware of the environment; known local hazards, alarm systems and procedures, exits and entrances, location of first aid help. Be cautious in isolated places.
- Be aware of themselves: in any anxious encounter think about their body language, tone of voice and choice of words. Be aware of things that may trigger their anger or upset them.
- Be aware of other people: take note of their non-verbal signals and allow them space

Procedure

Staff, and volunteers, working alone should always ensure the following:

- they let someone know that they are working in church alone, and again when they are back home safely
- carry their mobile with them and ensure it is charged, with contact numbers for other members of staff and/or volunteers

- that lights are switched on upon entry to the church, not work in darkness to avoid injury, and ensure that they can see their surroundings
- all keys are on their person or locked away from public access. Keys should never be left unattended at any time, unless locked in a secure area.
- that they do not allow members of the public into secure areas, or areas where the lone worker is isolated i.e. sacristy.
- all interactions with members of the public happen in areas which are covered by CCTV cameras
- windows and connecting and external doors are secured on departure
- that they report any incidents as soon as possible to the Rector, or to another member of staff in their absence and/or to the relevant authorities
- Under no circumstances attempt tasks that require two or more people for them to be conducted in line with health and safety policy.

In the event of an incident involving a violent or threatening individual, lone working staff and volunteers should:

- Remove themselves from the situation if at all possible and go to a place of safety
- Attempt to talk calmly to the individual in a firm but non-confrontational fashion
- If possible, ensure that the conversation occurs within sight of the church's CCTV system and remind them, if appropriate, that they are being recorded
- Do not offer physical incitement or resistance to violence
- Do not enter an area which is isolated, or an area where you cannot exit quickly.
- If possible, stay within the office area that is secured by the coded door. If this is unsafe to do so, then the lone worker is to vacate the premises and call the authorities using the 999 emergency number.
- Inform the relevant authorities, other members of staff, or if needs be, members of the public as soon as is safe and possible that an incident of this nature has occurred/is occurring

Banking Church Cash

Making bank deposits alone can be dangerous. Those making deposits should try to always go in pairs. If you are alone, vary deposit times and carry the deposit inside a purse or a plain bag. Do not use a bank bag or a bag with a name on it. Never make deposits after closing, as this presents an obvious risk for robbery.

Mitigating Circumstances

On occasion a person lone working may find themselves with a child/vulnerable adult. The lone worker should inform someone else this has arisen. If clergy are to meet with an individual on a one to one basis they should inform someone that the meeting is taking place or meet where other individuals are nearby.

Following the strict Safeguarding policies set by the Church of England, and also Liverpool Parish Church, there should be no pre arranged lone working with children and/or vulnerable people, in a private situation. If a member of the clergy is dealing with confidential matters, then they are bound and guided by the ethical standards of the Church of England.

Monitoring

All those in regular lone working situations are to have their arrangements regularly reviewed by the Rector or another designated member of the staff team.

Where a risk assessment identifies that lone working poses a high risk to a lone worker then lone working practices should be avoided. Should an accident or incident occur which indicated a failure of the precautions that have been developed then they should be reviewed immediately.

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