



Health and Safety Policy Appendix 1 - Lone Working Risk Assessment

Assessment by: Mrs J Liles (Church Secretary)		Date: 20 th June 2023				
Approved by: Mr S P Liles		Position: Health and Safety Coordinator		Date: 20th June 2023		
Lone working includes : Ministers, other paid staff and volunteers working on behalf of the church No-one under the age of 18 or those who may be identified as an adult at risk should work alone on behalf of the church.				Definition of Lone working: one person working on their own on church premise including the offices or their own home. Or paid workers / volunteers working away from the church, the offices or their home on their own .		
	Situation	Associated Risk	Probability x Outcome	Risk Rating	Control	Additional Control
1	Person working alone in Church or Church Offices					
1.1	Attempted entry from an intruder	Someone attempts forced entry to building	3 x 4	12	Ensure external doors are locked at all times when you are in the building alone. Have a mobile phone on your person Do not wear headphones whilst working alone	Ensure someone knows where you are and how long you will be working alone If worried by the situation take whatever action you need to keep safe including phoning police Consider installing the 'Hollie Guard' app, or similar, on phone to alert a relative or friend you consider yourself in danger.
1.2	Unexpected caller	Possibility of aggression	3 x 4	12	Consider whether you need to open door to them. Do not be afraid to ignore someone if you feel unsafe	Have mobile phone on hand before going to door Keep any interaction to door area, visible to passers-by

					<p>Use call system when working at the Hub</p> <p>Assess person's mood before considering opening the door</p> <p>Do not let unexpected callers know you are alone</p>	
		Possibility of theft	2 x 4	8	<p>Do not have keys or valuables on show near door</p> <p>Do not allow access to building unless you know the person and their reason for being there</p>	<p>Check who is at the door before opening</p> <p>Don't leave visitors alone.</p>
1.3	Expected caller	Possibility of theft	2 x 4	8	<p>Do not have keys or valuables on show near door</p> <p>Do not allow access to building unless you know the person and their reason for being there</p>	<p>Check who is at the door before opening</p> <p>Don't leave visitors alone</p>
		Possibility of a confrontation	2 x 4	8	<p>Read the situation / visitor and have a prepared excuse to terminate meeting if necessary</p> <p>Consider if the visit would be better done with someone else on call</p>	<p>Consider having an emergency call procedure to contact someone so they know you are concerned by using a pre-arranged phrase (ie. I am expecting a call from John, has he called?)</p>
		Possibility of an accusation of inappropriate behavior.	2 x 5	10	<p>Follow Safeguarding policy and procedures</p> <p>Be accountable, let someone know you will be meeting someone alone</p>	<p>If you feel that there is a possibility there may be a safeguarding issue do not be afraid to re-schedule the meeting to a venue where you are not vulnerable</p>

1.4	Lone worker falls ill	Person working alone falls ill and is unable to go seek assistance	2 x 5	10	If you are unwell or have a known medical condition which makes it unwise for you to be alone, do not work alone. In case of sudden illness always have a mobile on your person	Ensure someone knows where you are and how long you will be working alone. If working alone for a prolonged period maintain regular contact with someone so they know you have not fallen ill etc.
1.5	Accident whilst working alone	Person working alone has an accident that they are unable to deal with on their own	3 x 5	15	Church should ensure workplace is well maintained to eliminate trip hazards etc. Report any hazards to H&S officer Always have mobile phone on person to summon help If using electrical gardening equipment or power tools always follow appropriate guidelines Ensure someone knows where you are and how long you will be working alone.	All electrical equipment to be checked in line with H&S policy. Use of ladders not allowed unless an additional person is present, following guidelines from H&S policy Ensure that you know where the First Aid box is kept
1.6	Fire on premises	There is a fire on the premises	1 x 5	5	Know where all exits are. Do not put yourself at risk by tackling the blaze; evacuate and phone 999	Read H&S policy before lone working
2	Working at Home					
2.1	Known visitors	Possibility of theft	2 x 4	8	Do not have keys or valuables on show near door Do not allow access to building unless you know the person and their reason for being there	Check who is at the door before opening Don't leave visitors alone

		Possibility of a confrontation	2 x 4	8	Read the situation / visitor and have a prepared excuse to terminate meeting if necessary Consider if the visit would be better done with someone else on call	Consider having an emergency call procedure to contact someone so they know you are concerned about something by using a pre-arranged phrase (ie. I am expecting a call from John, has he called?)
		Possibility of an accusation of inappropriate behavior	2 x 5	10	Follow Safeguarding policy and procedures Be accountable, let someone know you will be meeting someone alone	If you feel that there is a possibility there may be a safeguarding issue do not be afraid to re-schedule the meeting to a venue where you are not vulnerable
2.2	Unexpected callers	Possibility of theft	3 x 4	12	Do not have keys or valuables on show near door Do not allow access to building unless you know the person and their reason for being there	Check who is at the door before opening Don't leave visitors alone
		Possibility of a confrontation	3 x 4	12	Read the situation / visitor and have a prepared excuse to terminate meeting if necessary Consider if the visit would be better done with someone else on call	Consider having an emergency call procedure to contact someone so they know you are concerned about something by using a pre-arranged phrase (ie. I am expecting a call from John, has he called?)
		Possibility of an accusation of inappropriate behavior	3 x 5	15	Follow Safeguarding policy and procedures Be accountable, let someone know you will be meeting someone alone	If you feel that there is a possibility there may be a safeguarding issue do not be afraid to re-schedule the meeting to a venue where you are not vulnerable
2.3	A Pre-arranged visit about a sensitive issue	Person may be come adversarial	3 x 4	12	Determine if visit may lead to some upset / anger and if lone visiting is advisable	Ensure you have emergency contacts on your phone eg. Safeguarding named person etc

					<p>Consider meeting at the office where others can be on hand</p> <p>Ensure someone knows where you are and how long you intend to be</p>	<p>Report the conversation to another member of the Leadership Team for accountability</p> <p>Ensure mobile phone is charged and at hand</p> <p>If you feel threatened terminate the conversation and ask them to reschedule</p>
3	Visiting others in their home					
3.1	General pastoral visit	Safeguarding issues	3 x 3	9	<p>Ensure someone knows where you are and how long you intend to be</p> <p>Keep a record of visits made</p> <p>Have regular pastoral team meetings for accountability</p>	<p>Ensure you have emergency contacts on your phone i.e. Minister, Safeguarding named person etc.</p> <p>Ensure everyone undertaking visits has been Level 2 Safeguarding trained</p>
3.2	A Pre-arranged visit about a sensitive issue	Person may be come adversarial	3 x 4	12	<p>Consider taking another person with you</p> <p>Determine if visit may lead to some upset / anger and if lone visiting is advisable</p> <p>Consider meeting at the office where others can be on hand</p> <p>Ensure someone knows where you are and how long you intend to be</p>	<p>Ensure you have emergency contacts on your phone ie. other minister, Safeguarding named person etc</p> <p>Report the conversation to another Minister / Deacon for accountability</p> <p>Ensure mobile phone is charged and at hand.</p> <p>If you feel threatened terminate the conversation and ask them to reschedule</p>

4.	Banking money					
	Transferring money from Church or office to bank/Post Office	Possibility of mugging	2 x 5	10	2 people should be involved in taking the money to the bank. Use an inconspicuous bag Consider varying the routine	If the worst happens let the money go without a struggle.

Probability	Outcome
1 very unlikely	1 negligible
2 unlikely	2 slight
3 possible	3 noticeable
4 probable	4 serious
5 very likely	5 very serious
The "Risk Rating" is Probability x Outcome	

General Guidance for Personal Safety

- Always ensure when working alone that someone knows where you are and how long you will be working alone
- If working alone for an extended period stay in regular contact via phone / text with someone so they know you are OK
- Do not attempt repairs etc. that involve use of ladders or other potentially dangerous tasks when working alone
- Ensure you are familiar with location of fire exits, first aid boxes etc.
- Always have your mobile phone charged and on your person
- Always have premises and car keys on your person
- Do not consider working alone if you are medically unfit to do so
- Do not work alone late at night