



# Lone Person Policy

## All Saints' Church, Walsoken

Please refer to Church document H&S\_Doc\_001 for all General Health & Safety requirements

### Specific Policy

This Health & Safety (H&S) sub-policy controls being alone at church.

The purpose of this policy is to ensure that lone person activity in church can be carried out safely and in a manner that is sensible and generally understood. Lone person activity in church is a routine activity that would not normally be carried out in a domestic environment, unless the activity is being undertaken by a professional or expert.

Definition of a lone person activity is where.

- 1) The activity is physically isolated without being able to quickly contact others visibly or verbally.
- 2) The activity which is intended to be carried out in isolation from others.
- 3) Where there is nobody in the immediate vicinity.
- 4) Where in the event of an emergency there is no one to give immediate assistance.

This policy covers all congregation, visitors (contractors as visitors) who may be carrying out a church related activity alone.

### Reference Documents

The Health and Safety at Work Act 1974

### Procedure

The basic church safety rule is that no activities more hazardous than occur in normal domestic situations can be carried out in church while alone. If in doubt you must be accompanied. This rule can be derogated for experts or professional work under the responsibility of the organiser. These professionals will have their own lone activity procedures which may be asked for by the church.

No people under the age of 18 must be alone in the church.

A person carrying out any lone activity must follow all other church safety policies.

The following list is not exhaustive that outlines some examples of increased or potential risks involved in lone working.

- 1) The remoteness of the setting.
- 2) Whether there is a safe way in or out for the volunteer.
- 3) Whether the volunteer interacts with unfamiliar persons.
- 4) Whether there is potential for verbal or physical abuse.
- 5) The vulnerability of the volunteer feeling isolated, anxious, or stressed.
- 6) Whether volunteers carry valuables or equipment.
- 7) Whether equipment or materials can be managed safely by one person.
- 8) Whether the person is medically fit and able to be alone.
- 9) Whether there is access to a telephone or communication system.
- 10) How the volunteer will obtain help in an emergency.
- 11) Whether or not there is adequate first aid cover.

Once the risks have been identified you will need to consider whether the lone worker can safely do the task. This means considering the likelihood of harm that could be caused to the lone worker as well as the impact the risk could have upon them or others if something happens.

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### Personal Safety

Whilst the PCC has a responsibility to ensure the lone person's health, safety and welfare, there are also several things individuals can do to take reasonable care of themselves. As above, PCCs should take opportunities to discuss this as a group but without unnecessarily raising concerns.

- 1) Lone volunteers should never put themselves at risk. If a situation arises that they are unfamiliar with, or in which they feel unsafe, they should withdraw and seek further advice or assistance.
- 2) Volunteers should conduct their own risk assessment on the occasions when they are working alone, which will help them to decide how safe a situation is and what action should be taken to avoid danger. Home visits should always be done in, especially if the adult is perceived to be vulnerable.
- 3) Lone volunteers should be aware of themselves, their behaviour, and the signals they may be giving, and to think about their body language, tone of voice and the choice of words they use with others that could be taken as confrontational.
- 4) Volunteers who work alone also need to be aware of changes in the behaviour of the person they are with, especially if they become angrier or threatening.
- 5) If an incident occurs, even if it is considered a minor incident, the volunteer should make the activity leader and or Parish Safeguarding Officer know as soon as possible in order that the appropriate risk assessment and follow-up action can be taken.
- 6) Volunteers should take every reasonable precaution to ensure that they do not disclose their personal details, such as address and telephone number or their social networking profile, without good reason.

### Forms

None

### Diagrams

None

### Appendices

None