



St Andrew's Malvern

Partnering with God in the flourishing of our communities

Lone Working Policy

Version 2 – January 2019

St Andrew's is Registered Charity Number 1128973.

St Andrew's Parochial Church Council (PCC) is fully committed to safe working practices for all.

The purpose of this policy is to ensure that there are adequate systems in place to confirm the health, safety and welfare of anyone attending or working alone in the church or church centre and that necessary precautions be taken to reduce any risks of lone working as far as is reasonable and practical.

Each PCC has an obligation under the Health and Safety at Work Act 1974, to ensure the Health, Safety and Welfare of their employees. The Management of Health and Safety at Work Regulations (MHSWR) 1999 places a duty on employers, to identify significant risks within the Organisation and implement suitable risk treatments, to reduce those risks so far as is reasonably practicable.

Where workers are on premises where someone other than their employer has control, their safety is the responsibility of the main occupier of those premises provided that the occupier is also an employer or conducting an undertaking there.

Who is this policy for?

Mandatory - all employees (or similar), where St Andrew's Church PCC is the employer, or the Chase Team is the employer where they are working at St Andrew's.

Advisory - any volunteer working alone in the church or church centre.

Lone Worker responsibilities. All Lone Workers are required to:

- a. Inform the Administrators at St Andrew's of their mobile phone number and details of the make, model, colour and registration number of their vehicle. The Administrators will then inform the Rector, other staff and Church Wardens of these details as appropriate.
- b. Carry their working mobile phone at all times in order that emergency calls may be made if necessary. Staff must take responsibility for their mobile phone being fully charged and on and have an up to date list of emergency contact numbers.
- c. Adhere to St Andrew's Health & Safety and Safeguarding Policies and Health and Safety Responsibilities.
- d. Conduct any meetings with young or vulnerable people in an area frequented by other people, i.e. not alone.
- e. Not climb ladders or steps when alone.
- f. Be aware of our Procedures (available on our website) and to fully adhere to all relevant ones.

Minor update from the Interim Lone Working Policy agreed by the St Andrew's PCC in May 2017.