

# Holy Trinity Church, St Luke's Chapel and the Cloisters Bembridge Isle of Wight

## Lone Working Policy

### Policy

The Parish of Bembridge is committed to the health, safety and wellbeing of all its clergy, accredited lay workers, employees, volunteers and visitors who, in the course of their work and ministry, may have to work alone.

This policy relates to all church personnel who work out in the community and/or in other people's homes, or who work alone in churches or other establishments and are physically isolated from colleagues or family, without access to immediate assistance.

All workers and volunteers should avoid working alone if it is not necessary, and work with others where possible, however, if this is not feasible, they should be aware of the importance of personal safety and take all reasonable precautions to safeguard themselves from harm, as they would in any other circumstances.

### Quick guide to keeping safe whilst working/being alone in parish premises

- Do not work/be alone if you are in poor health, have mobility issues or are subject to fainting
- Do not work alone if the work involves the use of steps or ladders (irrespective of height)
- Avoid working/being alone if at all possible
- Wherever possible ensure that someone knows where you are and when to expect you home
- Be aware of slip trip and fall hazards (and try not to create any)
- If you have a mobile phone with an SOS feature, ensure that it is set up and that you know how to use it
- Keep personal possessions to hand, ensuring that keys are kept on your person
- When working during the hours of darkness carry a torch
- If you feel threatened for whatever reason leave the premises immediately and make for a populated area.

The general hazards, risks and control measures associated with working/being alone in premises under the control of the PCC can be read in the Holy Trinity Generic Risk Assessment document to be found on notice boards.

The hazards, risks and control measures associated with parochial visits can be found in HT0005 Procedure Pastoral Visit which is available via the Incumbent, Church Wardens, Safeguarding Officer or Safety Officer.