



## **GREENBANK PARISH CHURCH**

### **LONE WORKER POLICY**

#### **LONE WORKING**

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone

The Kirk Session is aware of the potential issues relating to Lone Working and recognises that there are many circumstances where staff or volunteers may be working alone in church property. The inherent risks of lone working are of primary concern. Indeed in some instances, given the nature of the scope of work undertaken by some staff, lone working may be essential e.g. staff carrying out their day to day work while the church and halls are not otherwise in use.

The Lone Working Policy cannot be exhaustive and therefore additional operational risk assessments may require to be undertaken for new or particularly risky situations.

#### **Requirements**

We have a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This must include:

- involving employees when considering potential risks and measures to control them
- taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the employee is able to perform the required tasks in safety
- instruction, training and supervision where required
- Reviewing risk assessments periodically or when there has been a significant change in working practice.

This may include:

- being aware that some tasks may be too difficult or dangerous to be carried out by a lone worker
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

#### **Arrangements**

Kirk Session requires to identify foreseeable lone working situations, assess the additional risks and specify practical measures which will reduce those additional risks to an acceptable level. It should be noted however that lone working is possible within a building that is occupied by others, e.g. working alone in the church while the halls are in use etc.

Derek Christie  
Session Clerk  
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