

Risk Assessment: Lone Working

Lone workers are those who work by themselves without close or direct supervision. This can include: volunteers in the coffee shop; clergy within the church building or visiting parishioners; church wardens within the church buildings or car park; churchyard gardeners; servers and bell ringers within the church building.

St Peter's Filton has a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. According to the Health and Safety Executive (<http://www.hse.gov.uk/pubns/indg73.pdf>) this must include:

- involving workers when considering potential risks and measures to control them
- taking steps to ensure risks are removed where possible, or putting in place control measures
- instruction, training and supervision
- 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 an unaccompanied worker
- where a lone worker is working in a parishioner's home, informing that person of the risks and the required control measures
- when a risk assessment shows that it is not possible for work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up

The risk assessment is based on a scoring system from 1 to 5, where 1 is low risk and 5 is high risk. Scoring is based on the likelihood of risk and the severity of potential injury.

For the purposes of clarity, when the term “violence” is used, the working definition is:

- *Any behaviour which produces damaging or hurtful effects, physically or mentally, on people*

Activity	Risk	Score	Precautions
Travel to and from the venue	Violence towards the individual when walking alone. Risk of breakdown to car.	3	Ensure car is in good working order and has adequate fuel. Keep the number of the Breakdown Services in your phone. Do not walk alone after dark. Consider means of escape in emergency situations in any premises away from home.
Lone working in the Church or Hall	Violence towards the individual when alone in the Church buildings	3	If possible, do not work alone in the Church or Hall after dark. Keep doors locked if you are in the church or hall alone or in a small group. Always aim to have at least 2 adults present in any place. Always have access to a phone.
Safe access to and exit from the building	Inability to escape from potentially hazardous situation	2	Always park the car in a way that will facilitate a quick escape.
	Homeless or suspicious individuals lurking by the church	3	Do not attempt to enter the church on your own. Call the Rector, Church Warden or another individual with whom you feel safe
Ensuring the safety of the clergy in their own homes	Threatening behaviour by visitors	2	Don't allow anyone who you think may pose a risk into your own home or any environment where you are alone.

Extra precautions for visiting vulnerable adults in their own homes

- Inform the Rector.
- Always do an assessment of risk with the Rector before visiting someone in their own home. If there are any concerns or risks known before the visit is undertaken, give careful consideration to whether the visit is absolutely necessary, or whether you should be accompanied by another adult.
- Plan the visit in advance. Agree a time to visit and turn up when expected. Tell someone who and where you are visiting.
- Be aware of disabilities or relevant health issues, if appropriate.
- Don't be overly familiar and know your boundaries. Be clear about these boundaries: keep to agreed limits on how much time you will spend and how often you will visit.
- Seat yourself closest to the door.
- Carry a mobile phone at all times.
- Don't accept money or gifts.
- Don't take on extra responsibilities on a bit by bit basis.
- Be clear about what behaviour is acceptable - and what is not - from the vulnerable adult. Do not make promises you cannot keep.
- If the behaviour of a vulnerable adult is known to be erratic or challenging, work out with them an agreement on how their behaviour will be managed, and what sanctions will be applied if necessary.
- Refer to health or care agencies if you are concerned about someone's behaviour. Talk this through with the vulnerable adult. Ask their permission before passing on personal information.
- Keep a record of all visits.
- If necessary, only visit in pairs.

Extra precautions for visiting people who have previously caused concern

- Speak to the Rector.
- Fill in a Pastoral Visiting Risk Assessment to ascertain where and how visits should be carried out.
- Where appropriate and only where necessary, a Pastoral Care Agreement will be put in place to further ensure the safety of all involved.

Thanks to the Dioceses of Oxford and Peterborough for guidance in writing this document

Reference is also made to the Health and Safety Executive www.hse.gov.uk

Any further information	Date