

Lone working at Trinity URC High Wycombe – Policy Statement

We have developed a Lone Working Policy Statement which legally under the HSW Act only applies to paid employees but is good practice for anyone who is in the building on their own. If you have any questions please talk to Simon Evans, Property Officer, or one of the Elders.

Trinity takes seriously its responsibilities towards volunteers and/or staff who might be working alone in its premises, in accordance with the Health and Safety at Work etc. Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999.

Avoid lone working if possible to reduce risk by arranging working patterns to coincide with other people being in the building. If lone working cannot be avoided then the lone worker should take reasonable precautions to ensure their safe working in (and entering & leaving) the building. This could include ensuring another person knows when someone is lone working for or in Trinity URC and when they are due home.

Specific Risk Assessment should be made for higher risk activity, such as lone working later in the evening or when undertaking work at height or with tools.

Lone workers should familiarise themselves with this policy statement and assess risk in accordance with the steps of risk assessment:

1. Identify Hazards	2. Consider what could go wrong or be considered dangerous
3. Consider and act where needed to make the situation safer	4. Record their findings
5. Carry out the activity	6. Review the assessment and update if needed

The details of any incident or accident a lone worker experiences on the premises and its curtilage must be recorded in the Accident Log Book (sanctuary corridor noticeboard or Crendon Hall noticeboard) and notified to Trinity URC.

Generic Lone Working Risk Assessment

Trinity United Reformed Church has considered the general practice of lone working and advises against it if possible, but understands it is possible to lone work in the building if some basic precautions are in place, for general activity.

Potential hazards

- Tripping down steps or stairs
- Actual or potential aggravation or intimidation by a member of the public outside the premises (e.g. at night)
- Someone gaining unauthorised access to the premises with malicious intent
- Slipping on spillages that have not been properly cleared up

Who might be harmed

- Any volunteer (member of Trinity or partner organisation) or paid staff carrying out welcoming, administrative or caretaking duties in connection with the letting of parts of Trinity's premises.

The risks and precautions

- If it is dark, always use lights in the building
- Entry and final exits should be made through well-lit routes (leave as early as possible in the evening, not late at night)
- If in a group the last person to leave should ask for another member of the group to help them lock up rather than leave alone
- Handrails should be used where available
- Lone workers should be alert to unusual activity or gatherings around the premises and if uncomfortable with a situation should ring Thames Valley Police non-emergency number 0845 8505 505 (or 999 in an emergency)
- Lone workers should in advance advise a family member, friend or colleague of their estimated arrival time home
- Lone workers should lock themselves inside the building and not admit anyone unless they have been requested by the Church to do so.

Implementation of findings

- Anyone working alone in the premises should be aware of the above risks and take appropriate measures
- Should any lone worker or member of Trinity or partner organisation become aware of additional risks or faults within the building they should bring them to the attention of the church contact who will liaise with the Property Officer to take necessary action