

Next review date Feb. 2025



WILMSLOW UNITED REFORMED CHURCH
COMMUNICATIONS AND BOOKING OFFICER
LONE WORKING POLICY

- 1.1 Wilmslow United Reformed Church has a duty of care towards all staff, and this includes ensuring that anyone working alone on its premises is safe.
- 1.2 The purpose of the Lone Working Policy is to ensure that all staff working alone on Church Premises are safeguarded and the arrangements are intended to be helpful, not to be restrictive.
- 1.3 This policy applies to Church staff including but not limited to all employees, workers, trustees, directors, church- related community workers, ministers, consultants, self-employed contractors. casual workers, agency workers, and, in part, its trainees, volunteers and students, who may from time to time, be working on Church premises alone.

1 ARRANGEMENTS FOR CHURCH PREMISES

- 1.1 If you are working alone on the premises during reasonable working hours, then once other staff arrive normal arrangements can be put in place.
- 1.2 Whenever you are working on the premises alone the door to the building in which you are working must be kept locked at all times. If someone rings the bell you must not let them in until they have identified themselves to your satisfaction.
- 1.3 If you are working alone on Church premises, then you must inform someone that you are there and when you are leaving the premises. This is particularly important if it is late in the evening, since any individual working alone after normal working hours could have a fall or similar and, if they do not notify someone, they are leaving the premises, they could be there all night.
- 1.4 When you intend to be the premises after normal working hours you should inform your line manager, giving an indication of when you intend to leave the premises

and ensuring that you have given a mobile phone number for contact. When you do leave the premises, you should then inform your line manager.

- 1.5 If your line manager does not hear from you within a reasonable time of your stated time when you intended to leave, they should contact you by mobile phone to check that you are safe. If no reply is received, then they will visit the premises to check.
- 1.6 To avoid unnecessary visits to the premises or unnecessary concern by the line manager you must follow this procedure when working late.