

# Bourne Baptist Church

## Lone Worker

### Policy and Procedure

#### Policy Statement

The safety of all those involved in BBC is of paramount importance to us. To that end we have produced this policy to facilitate the safety of those who may use the premises alone. The church recognises that in some instances lone working occurs, this policy is in place to help reduce the risks involved.

A lone worker situation occurs whenever an individual is working alone on church premises. This may be for any reason associated with church activities for example group preparation, maintenance etc.

Although this policy exists, we expect that all people who work alone take reasonable precautions for their own personal care, some safeguards for which are outlined in this policy.

This Policy was adopted at the Church meeting on ..... and will be reviewed every two years from date it was last adopted.

Signed .....

Role .....

Date .....

## Procedures

Before undertaking lone work, first consider if this can be avoided e.g. by doing the work/activity when others are on the premises or by asking someone to join you. If this is not possible, the following procedures should be observed by all lone workers:

- Always let someone know where you will be and for how long, so they can investigate if you are delayed
- Always have a mobile phone with you that is switched on.
- Make sure that all external doors are locked.
- Be especially careful to observe all Church Health and Safety rules and procedures copies of which are in the policy folders located in the Church office and Back hall kitchen.
- Know how to exit the building quickly if you have to
- Keep your lone working period as short as possible
- Do not work on church premises alone between the hours of 10pm and 7am without agreement from the leadership team
- Do not attempt jobs you are not skilled or qualified to perform
- Note the emergency phone numbers for police, ambulance and gas as displayed on the church notice boards in the back hall and church office.

### **Specific Areas of Risk**

In the event of visitors attempting to gain access to the church premises the lone worker must:

- Put the security chain on the door before opening it to see who is calling.
- If the person is unknown request purpose of visit and encourage them to make an appointment.
- If the person is known, then personal discretion should be used before letting them in.
- If the visitor is persistent and the lone worker feels threatened in anyway then the police should be called.
- If the lone worker is concerned that the visitor may not have left the premises, then they should phone for assistance when they are due to leave the building.
- If the visitor claims to be a professional worker, i.e. gas, electricity police etc, then identification must be checked before allowing them to enter.

As a church we recognise that accidents can happen. To mitigate the risk we would suggest that the following precautions are observed.

- Maintenance work which carries additional risk, such as falling, should never be undertaken by a lone worker.
- Appropriate equipment should always be used for the task at hand.
- People are responsible for taking all reasonable precautions for their own personal safety.

## **Numbers to call in the event of an emergency**

- **Ambulance:** 999 or 112.
- **Fire:** 999 or 112.
- **Police:** 999 or 112.
- **Gas emergency:** 0800 111 999.
- **NHS Direct (24 hour health helpline):** 0845 4647.

### **Bourne Baptist Church**

Address: 18 West St, Bourne PE10 9NE

Phone: 01778 424206

### **Bourne Baptist Church Hall**

Address: 18 West St, Bourne PE10 9NE

Phone: No Phone

### **What3Word Location**

Bourne Baptist Church & Hall: /// Active.formless.stress