

Surrey Chapel Lone Working Policy 2020

It is Surrey Chapel's policy to provide a safe environment for staff using the Chapel premises. This policy sets out the responsibilities of Managers and staff with regards to working alone within the building.

This policy will be reviewed annually by the CMT and, in addition, in the event of an incident or near miss relating to lone working.

CMT's Responsibilities

- ~ Identify staff who are lone workers.
- ~ Inform staff of their responsibilities under the lone working policy.
- ~ Ensure that all new starters are made aware of responsibilities and the Guidelines in relation to lone working.
- ~ Ensure that the annual risk assessment process has been completed to identify risks associated with lone working, appropriate mitigating guidelines developed and these communicated to all staff.
- ~ Put procedures, devices and/or safe systems of work into practise which are designed to eliminate or reduce the risks associated with lone working.
- ~ Ensure that staff identified as being at risk are given appropriate information, instruction and training.
- ~ Record and investigate incidents involving lone workers and make recommendations to prevent recurrence.
- ~ Provide a personal alarm for members of staff or volunteers who are likely to be alone in the buiding

Staff Responsibilities

- ~ To take reasonable care of themselves by remaining alert and vigilant at all times.
- ~ Try to ensure that lone working is minimised by arranging to be in the building with other people.
- ~ To never knowingly put themselves at risk and withdraw immediately (or as soon as possible) from any situation where they feel threatened.
- ~ To ensure they have read, understand and comply with the lone working policy.
- ~ To ensure they have read, understand and comply with the Guidelines included within the Policy.
- ~ Participate in the annual risk assessment process to identify risks associated with lone working and help in the development of appropriate mitigating guidelines.
- ~ Make full and proper use of any equipment provided, e.g. gloves.
- ~ Report any incidents or risks identified from lone working to the CMT.
- ~To avoid use of the lift

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| Risk | Guidelines |
|---|---|
| No-one knows you are in SC. | Before starting lone working tell someone you know (a buddy), that you are going to be working alone, what you will be doing and an estimated duration of activity. |
| Unable to call for help or assistance. | Keep a chapel phone or personal mobile close by. Keep a personal alarm with you. |
| Unwelcome or unexpected visitors entering the building. | As far as possible keep the external door(s) closed. |
| | Do not open the door(s) to visitors unless they are personally known. In an emergency use your personal alarm |
| | Consider using the nearest window to see any visitors. |
| Electric shock. | Do not open up any electrical boxes or tamper with the electrical system. |
| Fall from height. | Do not go up ladders or climb on chairs. |
| Sharp implements. | Take special care in the kitchen. |
| Hot surfaces. | |
| Handling dangerous materials. | Handle materials, such as cleaning fluids, in accordance with the instructions. |
| | Use appropriate personal protective equipment e.g. gloves. |
| No-one knows you have left SC. | Check external doors and windows are closed. |
| | Switch off lights, computers and/or heaters. |
| | Make sure access to car/bike/pathway is clear before leaving. |
| | Tell your buddy that you are leaving. |
| | Set alarm. |
| | Close and lock front door. |