

# **Mount Pleasant Baptist Church**

## **Health & Safety - Lone Worker Policy**

The Health and Safety of all people who visit and use the facilities at Mount Pleasant Baptist Church is an important issue.

The Minister(s), Elders and Deacons seek to set out safe systems of practice to ensure, as far as is practically possible, the safety of all users including employed staff and volunteers, with this extending to 'lone working'.

It is anticipated that all people using the premises will accept their individual responsibility to take reasonable care of themselves and cooperate with the Minister(s), Elders and Deacons with regard to this lone worker policy.

Within this Policy 'Lone Worker' is defined as *"anyone either employed by Mount Pleasant Baptist Church or fulfilling a role in a voluntary capacity for or on behalf of the Mount Pleasant Baptist Church whilst on the premises of the church"*.

### Overview

Working alone poses a unique health and safety concern in that lone workers are placed in potentially vulnerable situations where acts of violence, aggression and intimidation can occur.

It is recognised that there is no single and simple control method to avoid all lone working situations but this policy sets out a range of measures which the Minister(s), Elders and Deacons set out as good practice, which will reduce the likelihood and impact of acts previously mentioned.

It is the responsibility of each department within the Church to identify the potential/likely situations where lone working will occur. Significant risks should be listed and decisions reached as to how these risks can be minimised and safely managed.

### Recommendations

- 1) All instances of lone working on the Church premises are at best to be avoided. In particular, being on the Church premises alone outside of daylight hours is to be avoided at all times.
- 2) If lone working is unavoidable, the worker will advise another significant other (church member/regular attendee) that they are entering the premises alone and contact them when they have safely left. If the significant other detailed above, has not heard from the person entering the premises alone within a previously agreed time period, they will make contact to ensure all is well and alert police if concerned.
- 3) The availability of a personal attack alarm for use whilst walking to and leaving the rear entrance door is to be considered by the individual workers.
- 4) The Open Door shop will be provided with personal attack alarm(s) and the whereabouts of the alarm will be known to all workers in the shop. A

register of its use and regular check of its efficient working will be the responsibility of the Shop Manager or nominated deputy.

- 5) People who by necessity have to enter the Church premises alone must have in their possession a fully charged mobile phone with contact numbers easily accessible.
- 6) No one will work in the Open Door Shop alone, whilst open for business. Extra care will need to be taken when leaving the shop by the rear entrance as outlined in 1, 2 and 3 above.
- 7) Wherever possible, vehicles should be parked in well lit and non secluded areas. For those who have fob activated vehicle opening, avoid activating until close to vehicle.
- 8) Before leaving the premises check safety of possessions.
- 9) When leaving the church premises do so swiftly avoiding as much as possible excessive hand carried items.
- 10) If meeting with someone in a separate room to where others are taking part in unrelated activities and the person is unknown/relatively unknown to you, make an assessed decision as to whether it is safe to meet alone. If so, worker will sit closest to the door with uninterrupted exit opportunity, have mobile phone charged and ready for use. Ensure that others on the premises are made aware that you are working alone in a designated room and inform them when the 1 to 1 meeting is finished.  
If others using the premises conclude their activities before the 1 to 1 meeting has finished, inform that meeting so it can be drawn to an end prior to a situation arising whereby those in the 1 to 1 meeting are left alone on the premises.
- 11) It is the responsibility of all users of the Church premises to inform the Minister(s), Elders and Deacons of any actual or potential risk event and for individuals to take appropriate action to avoid risk occurrence by effective communication with Minister(s), Elders, Deacons and other users of the premises.
- 12) If by necessity a worker is on the Church premises alone, do not open the door or allow access to the building, to any person who is unknown or the worker is satisfied that by allowing their entrance this does not pose a threat or concern. If the person is denied access and the lone worker is concerned about their whereabouts and is uneasy about leaving the premises, contact a significant other and remain on the premises until assistance arrives.

