



Lone Person Policy

Introduction

At times, many employees and volunteers of the Trafford Methodist Circuit, will be in situations where they are a 'lone person'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognised that the Circuit, as an employer, does not have the structure associated with a large business, its aim is to be a good employer, concerned about the safety of employees and volunteers.

Many lay employees work on a part-time basis from their own home and are entitled to expect systems to account for their safety there too.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Additional information can be downloaded from the website of the Suzy Lamplugh Trust at www.suzylamplugh.org.uk under Campaigns & Community, and a guide to undertaking a risk assessment can be downloaded from the Methodist Insurance website <https://www.methodistinsurance.co.uk/risk-management/working-alone/> and the HSE Website www.hse.gov.uk/loneworking

Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Trafford Methodist Circuit. This policy should be read alongside the Trafford Methodist Circuit Health & Safety Policy

'Lone person' includes those working or volunteering at their main place of work where:

- Only one person is on the premises
- People are separate from each other – e.g. in different locations
- People working outside office working hours
- Those working away from their fixed base where:
 - One person is visiting another premises or meeting venue
 - One person is making a home visit to an individual
 - One person is working from their own home



- People are working in the same building but possibly in a space of their own.

Aims of the Policy

The aim of the policy is to:

- Increase people's awareness of safety issues relating to being on premises by themselves.
- Ensuring that the risk of being alone on the premises is assessed in a systematic way, and that safe systems and methods of working are put in place to reduce the risk as far as is reasonably practicable.
- Ensure that appropriate support and training is available to all employees and volunteers, equipping them to recognise the risks and providing practical support when working alone.
- Ensure reporting and recording of all adverse incidents for all persons working or volunteering in a lone capacity. Immediate reports of incidents must be reported to the Line Manager, or in the case of volunteers to Circuit Stewards for appropriate action. Appropriate paperwork must be completed. Records will be kept by the Line Manager and the Staffing Group for Lay Staff and by Circuit Stewards for volunteers.

Responsibilities

The Circuit Stewards and Circuit Leadership Team (as delegated by the Circuit Meeting) are responsible for:

- Assessing 'reasonably foreseeable risks' – identifying, evaluating and managing risks associated with lone working, including consideration of alternative arrangements across all buildings and places of work (including volunteering) within the Trafford Methodist Circuit.
 - *The CLT will ensure appropriate Risk Assessments are produced.*
- Managing the effectiveness of preventative measures through an effective system of reporting, investigation and recording and this is reviewed on an incident taking place or every 12 months whichever is the sooner.
 - *This review will take place at the Staffing Group and will report back to the Circuit Meeting*
- Ensuring that employees or volunteers have a means of summoning assistance.



- *All lone employees will ensure mobile phones are with them in the building. No project volunteer will have lone access through it is recognized that Church Stewards may have access.*

Whilst there may be appropriate safe areas within the buildings, it is recognized that should there be an incident, an employee or volunteer will react accordingly and use the nearest safe space.

- Providing a list of contacts. In an emergency the lone person should dial 999 first.
- A list to be provided of local individuals who are willing to respond in non-emergency situations or when safe to do so. (Local individuals should be made aware of the type of incident and not put themselves in danger)
- Ensuring that contact details for the employee and their next of kin are kept on file. The line managers will have a copy of this for lay employees. For all employees, lay and ordained, details will be kept on securely by the Chair of the Staffing Group and Superintendent Minister **?for volunteers**
- Keep records of any health issues that may affect the employee whilst working alone and review this as necessary..
- Providing resources for putting the policy into practice:
 - Ensuring that all staff and volunteers are aware of the policy
 - Ensuring that appropriate support is given to staff involved in any incident
 - Ensuring that users of the building show responsibility towards maintaining the safety of employees and keeping the building secure both during and after activities. They must inform other users/workers when they are leaving and ensure that the building is left secure and locked.
- Ensure all people working across all buildings have access to appropriate first aid facilities. A notice explaining where these are held should be displayed.
- Ensure all car parks are fitted with adequate lighting and security measures where deemed appropriate (security cameras, barriers for access)

Employees and volunteers are responsible for:

- Taking reasonable care of themselves and others affected by their actions. Ensuring line manager is aware of any health conditions which may affect the ability to work alone.



- Following guidance and procedures designed for safe working:
- Ensuring they have access to their phone and that phone is fully charged and accessible.
- Ensuring they abide by security procedures (locking doors, ensuring coded doors in situ, lighting etc.)
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone to their line manager initially, then to the Circuit Leadership Team.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate to line manager initially and then Circuit Leadership Team.
- When arranging one-to-one meetings, Lone Workers should consider whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity.
 - If making a home visit, to make sure that **someone** knows where you're going and when you can be expected back
 - If practical, to **leave a note** stating who and where you are visiting and how you will get there.
 - To consider a 'buddy system' when you let a **colleague or friend** know that you have arrived at a visit/premises and when leaving a visit/premises
 - Consider carrying a Personal Shriek Alarm
 - To always be alert and **'be streetwise'** and vigilant, taking note of what is going on around you.
- Taking part in training designed to meet the requirements of the policy, ensuring they maintain updates as requested.

Policy Reviewed May 2025

Agreed at Circuit Meeting 5th June 2025

Signed:

For Review May 2027