

HOLY TRINITY CHURCH, PRESTWOOD
HEALTH AND SAFETY POLICY
(hereinafter referred to as HTP-HSP)
PART 06 LONE WORKING

VERSION RECORD

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
00-Draft	APPROVED	John Rolfe-Dickinson	02/03/17	Sandra Rolfe-Dickinson	15/08/17	Rev Deiniol Heywood	20/09/17

GLOSSARY OF TERMS

Term	Meaning
Church	Holy Trinity Church, Prestwood, the Church Cottage, the Church Hall, the Graveyard and all car parking areas
HTP-HSP	Holy Trinity Church, Prestwood – Health and Safety Policy.
Generic Headings	A word or phrase identifying a general area of activity in the church and adjacent buildings. Examples; Church Cleaning; Marriages; Lone working; etc.
Persons	Any person undertaking activities within the church and/or its adjacent buildings; graveyard and car parks.
PCC	Parochial Church Council who have a general responsibility for the implementation of the HTP-HSP.
Health and Safety Officer (HSO)	The nominated person responsible for ensuring compliance with the HTP-HSP.
Health and Safety Sub-Committee	The group comprising the HSO and others responsible to the PCC for the implementation of the HTP-HSP.
Activities	The various elements required to undertake the general area of activity identified in the General Heading. These form the core of the HTP-HSP.
Specific Event	An event that is part of the General Heading but which might also include unique Additional Activities.
Additional Activities	As defined in Activities but additional to them where required by a Specific Event.
Risk Assessment	A template based analysis of the activities to identify Hazards and Risks. Where Additional Activities are identified for a Specific Event an additional analysis is undertaken to identify Hazards and Risks associated with these.
Required Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks.
Additional Required Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks.
Recommended Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.
Additional Recommended Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.

1. PURPOSE OF THIS PART 06 LONE WORKING

The purpose of this Part 06 Lone Working of the HTP-HSP is to identify the extent of Activities associated with this Generic Heading. It also identifies the persons who are likely to be associated with these Activities and who should, therefore comply with the requirements of this section of the HTP-HSP. These are included in Section 2 SCOPE below

In Section 3 RISK ASSESSMENT it provides outline details of the Risk Assessment undertaken but does not include the actual Risk Assessment document. Details of the Risk Assessment are provided to allow persons to access it if required.

The Health and Safety Policy derived from the Risk Assessment is included in Section 4 of this document which must be complied with by all associated with the Activities identified. Section 5 lists the Required and Recommended Actions necessary to ensure compliance with Part 06 of the HTP-HSP.

2. SCOPE OF PART 06 OF THE HTP-HSP

2.1. Activities deemed to be included

A review of Lone Working has identified a number of Activities that are associated with this Generic Heading. It is recognised that this may not be all-inclusive. Persons who are involved are, in specific cases, recommended to make their own assessment in order to identify any Additional Activities that need to be considered in the context of the HTP-HSP.

2.2. Significant Additional Activities

If any Additional Activities, identified as described in Section 2.1, are deemed to be significant they shall be advised to the Health and Safety sub-group of the PCC for consideration. As required a further Risk Assessment of these Additional Activities shall be undertaken and the resultant Required and Recommended Actions advised to the Persons involved.

2.3. Persons likely to be affected

A review of Lone Working has identified several Persons who are likely to be associated with this Generic Heading. These Persons are those who must comply with the HTP-HSP by adherence to the Required Actions and consideration of the Recommended Actions. They should also act in a manner consistent with the HTP-HSP in respect of any identified additional Activities. Where significant Additional Activities have been identified and reviewed as described in Section 2.2 Persons shall comply with any resultant Additional Required or Recommended Actions.

The Persons identified are:

- Church Workers, Volunteers undertaking internal routine work or maintenance in the Church
- Church Workers, Volunteers undertaking internal routine work or maintenance in the Church Hall
- Church Workers undertaking their duties in the Church Cottage
- Church Workers, Volunteers undertaking internal routine work or maintenance in the Church Cottage

3. RISK ASSESSMENT

3.1. Risk Assessment details

3.1.1. Reference and Date

The Risk Assessment Reference is 06-RA-2017 01 dated 15/08/2017.

3.1.2. Assessed Activities and associated Risks and Hazards

The identified Activities relate to:

- Individual Safety
- Individual Security
- Individual Health

3.1.3. Conclusions

The identified risks and hazards analysed in the Risk Assessment have demonstrated the need for Required and Recommended Actions as tabulated in Section 5 of this part of the HTP-HSP. In addition, Appendix 1 to this Part 06 of the HTP-HSP provides some suggestions, not all inclusive, for individual consideration in determining their own actions in protecting their own Health, Safety and Security.

4. HEALTH AND SAFETY POLICY - PART 06 OF THE HTP-HSP

It is recognised that Lone Working is a critical activity set against the matter of personal Health, Safety and Security. It is also recognised that this policy can only be a guideline to individuals and must work in combination with personal ideas about how best to achieve this. For this reason, it is recommended that, where possible, it should be avoided by trying to get another person involved in whatever needs to be done.

Basic training to anyone employed by the Church is essential and there are some established guidelines. However, it is strongly recommended that all those who are likely to be involved in Lone Working should use their own initiative to establish methods of working that ensure their own comfort, security, health and safety in these circumstances.

To this end there are limited Required Actions tables below but it is anticipated that these will work in concert with your own methods of working to mitigate the risks and hazards of Lone Working.

For the overall safety of all who work for, or volunteer for, the Church reports on any unusual circumstances to the Rector.

5. ACTIONS

5.1. Compliance with Health and Safety Policy

In order to comply with the HTP-HSP a number of Required and Recommended Actions have been identified in the Risk Assessment. These Required and Recommended Actions are set out below.

5.2. Required Actions

Table 1 below lists the Actions that have been identified in the Risk Assessment that are required by all who are involved in these Activities.

Table 1 Required Actions

<ol style="list-style-type: none">1. Basic training to all new Church Workers.2. Lone workers are encouraged to have a mobile phone.3. Lone workers to advise trusted contact about where, when and for how long they will be lone working.4. Have a mobile phone or know where a phone is available.5. If a mobile phone, keep with you at all times.6. Be aware of other activities in the Church, the Hall and the Cottage and consider whether these affect you.7. If you are uncomfortable about any circumstance then go to a place of safety.8. Keep doors locked.9. Be aware of location of First Aid kit.10. Keep mobile phone with you for immediate use11. In the case of injury contact Emergency Services, a local trusted contact or, if available, the Vicarage to seek assistance.12. In the Church Cottage - taking personal care when ascending and descending narrow staircase to 1st floor.13. In the Church Cottage - seek assistance carrying heavy loads from outside door to 1st floor offices.14. Where possible use the vestry door as means of access to the Church.15.
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5.3. Recommended Actions

Table 2 below lists the Actions that have been identified in the Risk Assessment that, because of practical reasons, are not required by all who are involved in these Activities. However, if proved to be practical in a specific event, the listed actions in Table 2 are recommended to reinforce or supplement the Required Actions listed in Table 1.

Table 2 Recommended Actions to reinforce or supplement Required Actions

<ol style="list-style-type: none">1. Where possible avoid lone working be asking someone to accompany you in whatever task you are undertaking2. Consider your own methods of lone working that will make you more comfortable3. Appendix 1 to this Part 06 of the HTP-HSP offers some suggestions to be considered in respect of point 1 above. This is not all inclusive!4.
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APPENDIX 1 TO PART 06 LONE WORKING

The following comprises some suggestions relating to your consideration of personal methods of lone working and procedures to ensure your personal Health, Safety and Security. These are intended as common-sense ideas working in combination with your own initiatives to achieve this.

- Vigilance in knowing what is happening around you
- Ensuring that you are comfortable in your surroundings
- What might make you feel insecure and how to deal with it
- Familiarity with useful telephone numbers
- Handling difficult people
- Handling meetings with visitors
- Avoidance of being in a vulnerable position
- Concealing valuables