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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Lone Working | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk**  **Level**  **(L x C)** | **Control measures** | **Residual Risk Level**  **(L x C)** | **Action by** | **Date to be completed** |
| Lone working,  working in building alone / in isolated locations. | Accident / injury,  delayed assistance in emergency. | Physical assault / verbal abuse,  cuts / abrasions, muscular skeletal and other physical injuries, death. | Minister,  Pastoral Team, church members,  caretakers,  Property Elder,  keyholders. | 3 x 5 = 15 | * Only agreed risk tasks to be undertaken, avoiding high risk activities (e.g. working at height). * Notify a member of the Church Elders of start time and when finished. * Reduce time spent working alone so far as is reasonably practicable. * Ensure a means to summon assistance is close to hand. * Mobile phone to be carried. * Notify staff on site of location / estimated duration of task if working on site remote from others. * Ensure adequate security is in place. * Ensure all external doors / windows secured to prevent unauthorised access. * Do not allow access to unknown callers. * Keyholders must be strictly controlled and numbers kept to a minimum. * Consideration should be given to staff or visitors at increased risk i.e. new or expectant mothers, inexperienced staff etc. * Lone working activities avoided where possible. | 1 x 5 = 5 | Church Elders to produce a policy and the procedure for allowing persons to be on the church premises by themselves. | Immediate |
| Lone working,  working offsite alone,  pastoral visits etc. | Accident / injury,  delayed assistance in emergency. | Physical assault / verbal abuse;  cuts / abrasions, muscular skeletal and other physical injuries. | Minister, pastoral teams | 2 x 5 = 10 | * For home visits as much background information should be ascertained beforehand, with a specific risk assessment conducted where necessary. * Where higher risks are identified, visits should not be conducted alone. * Reduce time spent working alone so far as is reasonably practicable. * All church members and staff to be familiar with lone working procedures. * Mobile phone should be available, charged and switched on throughout visit. * Agreed schedule - times and location of visits to be communicated to Church Elders prior to visit. * Response procedure should be in place in the event of overdue arrival / contact. * Contact point available in church office. * Staff should be trained to recognise signs of aggression and avoiding / de-escalating this. * Regular supervision and arrangements for debrief / feedback from staff. * Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. * Lone working activities avoided where possible. | 1 x 5 = 5 | Church Elders to produce a policy and procedures for ‘home’ visiting | Immediate |

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| Name and position |  | Signature |  | Date completed |  |