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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 |  |