

Model Lone Working Risk Assessment

INFORMATION:

Lone working is any chaplaincy/church/cathedral activity undertaken in isolation from others, including:

- home working;
- working alone in the church office;
- travelling on behalf of the chaplaincy;
- working at remote locations, such as home visits.

This Risk Assessment should be completed by a member of the Chaplaincy Council.

The 'safety contact' is a named person who the lone worker contacts to ensure that their location is consistently known; usually the activity co-ordinator/organiser. The safety contact will be responsible for contacting the lone worker if they do not hear from them at the anticipated time.

This form is for guidance only and can be adapted to suit the requirements of your chaplaincy.

01

Chaplaincy information

Chaplaincy name

Congregation name

Lone worker ('Worker') name

Location of lone working

Reason(s) for lone working

Periods when lone working will occur. This could be the frequency of the role or specific dates and times.

Name of lone worker's safety contact (e.g. activity co-ordinator/organiser)

Telephone number of lone worker's safety contact

02: Potential risks to lone workers

The worker

RISK	CONTROL MEASURE
Medical Fitness Is the worker subject to any medical condition that may place them at increased risk when working alone?	The worker must ensure that any medical conditions which might be relevant to their working alone are fully discussed with the relevant church officer and, if necessary, their own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone.
Supervision What arrangements are in place to maintain contact with the worker?	When working on or off premises, ensure that a system is in place so that the safety contact knows that a worker is safe (e.g. a telephone call or visit). The worker must comply with any out-of-hours log-in/out arrangements in operation within the building. Emergency contact arrangements must be set up with church officers and family members.

	RISK	CONTROL MEASURE
	Training and competency Has necessary information, instruction and training been given to the worker, and is the worker competent to carry out the work alone?	Any person authorised to be in the building outside normal hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures.
	One-to-one contact with individuals Is the worker aware of the risks?	The worker must consider their physical environment should they find that they are alone with an individual. It is essential to acknowledge appropriate physical, sexual, emotional and psychological boundaries. Inappropriate touching or gestures of affection are to be avoided.
Working off premises	Personal safety Does someone know where the worker is at all times (e.g. where they will be visiting, the arranged time of the visit, when they are expected to return home or to the premises)?	The worker must make sure that someone knows where they are going and for what time. The worker should 'check in' when they return home or to the premises. The worker must have a fully charged mobile phone with them and switched on at all times. The worker should consider use of a personal attack alarm.
	Keeping in contact	Ensure that a system is in place so that the safety contact knows that a worker is safe.
	Violence and aggressive incidents What to do if any incidents happen?	The worker must report any incidents of violence or aggression to the relevant church officer.
Location and premises	Building security Is the building secure?	Access to the building is restricted to authorised church officers outside normal hours. In the event that the worker has concerns about security or suspects there is an intruder in the building they must contact emergency services immediately . They must not confront the intruder. They should ensure that they are in a secure room where they can lock the door (e.g. the church office) and await arrival of the emergency services.
	Access Is there a safe means of access/ egress for the worker (e.g. lighting, personal security issues, means of escape in emergency)?	Entrances in the vicinity of the building and car park are well lit. The worker should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. The worker should consider use of a personal attack alarm.
	Emergencies Does the worker have access to emergency warning devices to raise the alarm in event of emergency (e.g. fire alarm, motion sensors, panic alarms)?	The worker must know local arrangements on how to respond in event of fire or other emergency.
	First Aid Are there arrangements in place to deal with a situation where the employee becomes ill or has an accident, including access to a First Aid Kit and/or First Aiders and facilities?	First Aiders are unlikely to be present. First Aid Kits are available and contents checked regularly. In the event of a lone worker feeling unwell, they should if possible return home or contact XXXXXXXXX for assistance. Ensure that an accident book is kept up to date.
	Welfare Facilities Is there adequate heating, lighting, access to drinking water and toilets?	The worker may need to be aware that heating/cooling in the area may be much reduced unless the need for after-hours working has been established.

Process / Work Activity

RISK	CONTROL MEASURE
Use of computers and general office equipment	The worker should ensure their work station is set up in accordance with local standards for display screen equipment. The worker should take regular breaks from display screen equipment work.
Slip/trips/falls	Regular inspection of the site to ensure that any trip hazards (e.g. torn carpets, uneven flooring, trailing cables, etc.) receive prompt attention. Individuals with temporarily impaired mobility must not work alone.
Electrical equipment	Ensure all equipment is electrically tested in accordance with recognised procedures. Electrical cables and plugs should be visually inspected for damage. Do not interfere with plugs or any power supply.
Work with hazardous substances and or machinery	If this is a requirement of a role, specific risk assessment and procedures are to be put in place.
Single-handed lifting or handling of any load that is of such a weight as to cause injury	If this is a requirement of a role, specific risk assessment and procedures are to be put in place.
Handling cash	If this is a requirement of a role, specific risk assessment and procedures are to be put in place.

03

RISK(S)	RISK (L, M OR H)*	CONTROL MEASURES TAKEN	RISK AFTER CONTROL (L, M OR H)*
The worker Identify any risks specific to the individual, which may create particular risks for lone workers (e.g. medical conditions, female, age, inexperience, etc.)			
Working off premises Identify any risks specific to working off premises (e.g. home visits), which may create particular risks for lone workers.			
Location and premises Identify any risks specific to the workplace / environment, which may create particular risks for lone workers.			
Process Identify any risks specific to the work process, which may create particular risks for lone workers.			
Work activity Consider how the lone worker's work activity integrates with those of other workers, in terms of both time and geography.			
Equipment Identify any risks specific to the work equipment, which may create particular risks for lone workers (e.g. working at height).			
Violence Identify the potential risk of violence/ security/intruders.			

RISK(S)	RISK (L, M OR H)*	CONTROL MEASURES TAKEN	RISK AFTER CONTROL (L, M OR H)*
Training Identify necessary information, instruction and training.			
Other Please specify:			

*L=Low, M=Medium OR H=High

04

Risk assessor information

Assessor signature

Assessor name

Date (DD/MM/YYYY)