

LONE WORKING GUIDELINES

Lone Working Guidelines

These guidelines apply to both staff and volunteers who work with All Saints Community Development Project, All Saints Centre Company and All Saints Parish church (All Saints)

All Saints takes the safety of its employees and volunteers seriously.

If employees and volunteers are asked to work alone on a regular basis then a risk assessment with manager/leader or, if involved with church work, the church warden should be carried out and recorded.

This should be in consultation with workers/volunteers

Consideration should be given to the following:

- Keeping outside doors locked but with emergency procedures for leaving the building
- Not allowing unknown people onto the premises
- Access to a phone
- Access to safe ways in and out of the building
- Access to first aid
- Is there risk of violence?
- Is the worker/volunteer young, pregnant or disabled?
- Do they have any other reasons for added vulnerability e.g. a trainee?
- Do they have any medical conditions that add risk?