



**Sidcup Baptist Church**

# Lone Worker Policy

V2.1 – 2026-04-11

## **Definition of Lone Working**

Lone workers are those who work on their own without supervision either close or direct. These may be paid employees or volunteers.

They may work alone within premises of a building such as the church or organisation or, for example, carry out pastoral visits in people's homes.

## **Commitment statement**

*Sidcup Baptist Church is committed to protecting all employees, volunteers and visitors to its premises and to those who on occasions for whatever reason may be on church premises on their own. Together with those that may be visiting people pastorally on behalf of the church. This policy explains your responsibilities and how to meet them together with guidance on how to keep healthy and safe.*

Sidcup Baptist Church Lone working Policy is aimed at anyone who is on church premises on their own or visiting people in their homes.

Workers and visitors are responsible for their own health, safety and welfare. The law requires the church trustees to consider carefully the safety of lone workers and then deal with any health and safety risks for people working alone.

Workers and visitors have responsibility to take reasonable care of themselves and other people affected by their activities and to co-operate with the trustees in meeting legal obligations.

Sidcup Baptist church will

- involve workers/volunteers in identifying potential risks and ways to manage them;
- take measures to ensure risks are removed where possible, or consider ways to reduce or manage risks
- give instruction, training and support where appropriate
- review risk assessments on a regular basis or when there has been a significant change in the person or context for example should an incident occur and a review be needed as a response
- be aware of any tasks that may be too difficult or dangerous to be carried out by someone working alone;
- ensure that if the worker does not report in as expected, an agreed plan should be put into practice, initially to check on the situation and then to respond as appropriate
- Ensuring the worker has a mobile phone and are responsible for it being charged and in good working order. In some circumstances it may be appropriate to issue the worker with a personal alarm.

- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

### **Assess Risk**

It is important to assess any risks which may include the following

- violence, physical working such as manual handling, the medical suitability of the person to work alone and whether the context itself presents a risk to them.
- any training that may be necessary, the level of experience of the individual and how best to monitor and support them
- making sure you know what is happening, including considering ways in which you can keep in touch with them

### **To manage risk the following guidelines have been put in place for being alone on the premises:**

If a person plans to be on the premises alone, then they

- should advise either their line manager or a nominated person that they will be on the premises alone and the expected length of time.
- ensure that the nominated person is aware of their responsibilities if the lone worker fails to contact them at an appropriate time (see details below re:nominated individuals).
- Lock all outer doors, keys should not be left in locks.
- Ensure that exits not requiring the use of locks are known (these will be the fire exits).
- Have regular contact with a nominated person to confirm that the lone worker is ok. It is suggested the lone worker should agree with a nominated person what frequency would be appropriate, consistent with providing both of them with assurance of the lone worker's wellbeing.
- Should not open external doors if the lone worker is unable to identify who is calling.
- Should, under no circumstances, work on their own at height: this includes the use of a step ladder.
- Should prior to leaving the premises, contact, if appropriate, the nominated person to let them know that they are leaving and the estimated time of home arrival.
- Contact the nominated person if appropriate on arrival at destination or advise of any delay.

## To manage risks for pastoral visiting below are some guidelines:

### The pastoral worker/visitor

- is suitably recruited for the role
- advises their line manager or pastoral team member, giving the details of the person that is going to be visited, together with date and time
- ensures they have a fully charged and functional mobile phone
- considers risks for example: travel to the person's home, the home environment, mental/physical health of the individual
- contacts relevant agencies for example emergency services via 999 should the person they are visiting become unwell. Thereafter, make their line manager/pastoral team member aware
- ensure own wellbeing should an accident/incident occur to themselves
- when appropriate, inform their line manager or pastoral member and make a log of what has occurred

### Nominated Individuals

- Advise the nominated individual that has been chosen, for contact purposes, **on the day**, to ensure safety whilst working alone on the church premises.
- Should the lone worker fail to contact them at the required interval then the nominated person should first contact them by phone to ensure they are ok.
- If the lone worker fails to answer after two repeated attempts (this is to cover situations where they may have gone to the toilet or to make a cup of tea (or whatever) without their phone to hand, and to avoid false alarms), then the nominated person should arrange for an appropriate keyholder to visit the church premises to ensure all is ok. Should the lone worker not be at the premises, then the nominated person should attempt to contact them again and visit their home address to ensure that all is ok. If all means of contact fail, then please contact Roy Maxim 07389134820 for further assistance.
- Make sure that the nominated person has contact details for keyholders (including others even if they are themselves a keyholder).
- An appropriate keyholder is likely to be someone in a position to visit the church premises within 15 minutes of receiving a request to do so.
- In this situation, make sure that the keyholder who visits the premises reports back to the nominated person on what they find.

## **Emergencies when working alone at church.**

If a lone worker feels threatened, such as by people trying to enter the premises by force or loitering 'with intent' outside entrances to the building, they should:

- Remain out of sight.
- Check after 15 minutes to see if loiterers are still present.
- Call their nominated person, together with calling the police via 999

Further information may be found from the organisations below

- Suzy Lamplugh Trust Leading charity which advises around personal safety  
<https://www.suzylamplugh.org/>
- Health and Safety Executive (HSE) The HSE publish a number of guidance and support materials some of which relate to Lone Working.  
<https://www.hse.gov.uk/>
- [https://www.baptist.org.uk/Articles/618870/Personal\\_safety\\_for.aspx](https://www.baptist.org.uk/Articles/618870/Personal_safety_for.aspx)

## **CHANGE CONTROL**

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