

The Church of Scotland Lothian & Borders Presbytery

Lone Working Policy

Introduction

Our organisation will avoid the need for staff to work alone where reasonably practicable. Where lone working is necessary, we will take all reasonable steps to ensure the health and safety of workers working alone.

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

The policy does not form part of your contract of employment and we reserve the right to amend or withdraw it at any time.

Presbytery Councils Responsibilities

Presbytery Council will ensure that:

- lone working is avoided as far as is reasonably practicable;
- procedures are in place so that members of staff working alone can obtain assistance if required;
- a risk assessment is completed by a person competent to do so prior to workers working alone;
- any worker working alone is capable of undertaking the work alone;
- arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone;
- training records are kept; and
- ensure that individuals' personal data, including information about their health, collected during lone working assessments is handled in accordance with our data protection policy / data retention policy.

Lone working assessor's actions

The person conducting the lone working assessment will:

- give consideration to the greater risks to expectant mothers and young persons;
- involve the worker who is working alone in the assessment process and the development of safe working methods;
- advise the worker undertaking the lone working of the findings of the assessment;
- maintain a file of all lone working assessments; and
- ensure that individuals' personal data, including information about their health, collected during lone working assessments is handled in accordance with our data protection policy / data retention policy.

Workers' responsibilities

Workers who are working alone will:

- follow the safe working arrangements developed by our organisation for lone working;

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- take reasonable steps to ensure their own safety; and
- inform their line manager/assessor of any incidents or safety concerns.