

RISK ASSESSMENT

Assessor		<i>Water Lane URC</i>			Date	8.10.25		
Description		Lone Working			Review period	12 months		
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, church members, Administrator Property officers, keyholders.	3 x 5 = 15	<ul style="list-style-type: none"> 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. 	1 x 5 = 5	Church Elders to ensure procedures in place for those working alone within their job or role within the church.	Immediate

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					<ul style="list-style-type: none"> • 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. 			
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	$2 \times 5 = 10$	<ul style="list-style-type: none"> • 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. 	$1 \times 5 = 5$	Church Elders to produce a policy and procedures for 'home' visiting	Immediate

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					<ul style="list-style-type: none"> • 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 		
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					debrief / feedback from staff. <ul style="list-style-type: none">• Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc.• Lone working activities avoided where possible.			
Name and position	A Booth - Elder	Signature			Date completed		8.10.25	