

## RISK ASSESSMENT

Assessor		Water Lane URC			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"> <li>Only agreed risk tasks to be undertaken, avoiding high risk activities (e.g. working at height).</li> <li>Notify a member of the Church Elders of start time and when finished.</li> <li>Reduce time spent working alone so far as is reasonably practicable.</li> <li>Ensure a means to summon assistance is close to hand.</li> <li>Mobile phone to be carried.</li> <li>Notify staff on site of location / estimated duration of task if working on site remote from others.</li> <li>Ensure adequate security is in place.</li> </ul>	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"> <li>• Ensure all external doors / windows secured to prevent unauthorised access.</li> <li>• Do not allow access to unknown callers.</li> <li>• Keyholders must be strictly controlled and numbers kept to a minimum.</li> <li>• Consideration should be given to staff or visitors at increased risk i.e. new or expectant mothers, inexperienced staff etc.</li> <li>• Lone working activities avoided where possible.</li> </ul>			
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 x 5 = 10	<ul style="list-style-type: none"> <li>• For home visits as much background information should be ascertained beforehand, with a specific risk assessment conducted where necessary.</li> <li>• Where higher risks are identified, visits should not be conducted alone.</li> </ul>	1 x 5 = 5	Church Elders to produce a policy and procedures for 'home' visiting	Immediate

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					<ul style="list-style-type: none"> <li>• Reduce time spent working alone so far as is reasonably practicable.</li> <li>• All church members and staff to be familiar with lone working procedures.</li> <li>• Mobile phone should be available, charged and switched on throughout visit.</li> <li>• Agreed schedule - times and location of visits to be communicated to Church Elders prior to visit.</li> <li>• Response procedure should be in place in the event of overdue arrival / contact.</li> <li>• Contact point available in church office.</li> <li>• Staff should be trained to recognise signs of aggression and avoiding / de-escalating this.</li> <li>• Regular supervision and arrangements for</li> </ul>			
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					debrief / feedback from staff. • 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	