



WORKING ALONE

To ensure the health, safety and welfare of workers and volunteers while working alone and /or outside conventional hours, at a Parish complex or in the community.

- Worker/Volunteers are aware of responsibilities?
- Adequate lighting?
- Security lighting?
- Parking near workplace?
- Phone / Cell phone available at all times in case of accident, illness or emergency?
- Emergency numbers clearly displayed?
- First Aid Kit on site?
- Place the furniture in the office so that the staff member or volunteer faces the door, if practicable.
- Have an escape route/plan.
- Lock the door if working at night (you do not need to open it to unknown callers)
- Carry out a risk assessment if working alone off site (community visit) – see below.

The worker/volunteer must:

- Schedule higher risk tasks when another person is present and capable of helping in an emergency e.g. working at height, using potentially dangerous machinery or equipment.
- Let someone know where they are and how long they should be.
- Carry a cell phone must.

List other considerations particular to the work place:

Violence /Robbery

- The first concern should be for your **own safety**.
- Remain calm.
- Co-operate – give the offender what they want. Life is more important than money.
- Dial 111 and ask for the Police.

Other resources:

Section 15a: Risk Assessment for Lone Working

Section 15b: Risk assessment for Community Contact