



Diocese of Nottingham

LONE WORKING & PERSONAL SAFETY POLICY

General

Lone Working

Employers must consider the risks to clergy, employees and voluntary workers (Workers) who may work alone and take appropriate steps to control risks where necessary. A risk assessment may indicate that lone working is acceptable provided certain steps are taken e.g. additional training, careful selection of work equipment and emergency arrangements/means of seeking assistance etc. The key objective is that Lone Workers should not be put at greater risk than other Workers. Normal work and foreseeable emergencies must be considered. Employers must set limits on what Lone Workers may or may not do.

Other Situations

Circumstances may also arise in which Parish Priests, employees, volunteers, or other Workers may be, or may feel themselves to be, at risk of verbal or physical abuse or witness anti-social behaviour by people entering Church property even though they themselves may not be alone. The Diocese is aware of a small number of incidents in which threatening or abusive behaviour by others has occurred. Although the precise nature or frequency of such instances cannot be predicted, the guiding principle is that Parish Priests, employees etc. should have their personal safety uppermost in mind and should not take any action which might put them at further risk.

Procedure Lone Working

(There may be an overlap with 'Other Situations' see below) Line Managers/Parish Priests must identify and carry out a risk assessment for themselves and any other Worker who may be required to work alone, or who are likely to find themselves working alone e.g. a worker/ volunteer carrying out cleaning in a church alone or required to visit buildings and other property alone.

Line Managers/Parish Priests must ensure that Lone Workers are sufficiently experienced in the work they are required to undertake and understand the controls identified in the risk assessment. The objective is to identify those situations where lone working increases risk for the individual concerned and to develop appropriate controls e.g. Parish Priest not required to answer the door when alone at night, administrator working alone locks the front door to the premises, and Parish Worker considers the risk relating to visiting other parishioners alone at night.

Whilst Line Managers/Parish Priests will help equip Lone Workers by undertaking risk assessments etc. as above, a Lone Worker also has responsibility for their own health and safety and should not place themselves in situations that might threaten their health and or safety. The Diocesan Health and Safety Officer may be contacted for advice if necessary.



Other situations

(There may be overlap with 'Lone Working' see above) Staying calm and avoiding getting into any argument, challenging the individual or using verbal threats/ gestures which may, even in the remotest of ways be deemed as aggressive, may be sufficient to avoid an incident.

However, anyone who feels threatened by an individual should look for (and feel able to take) an opportunity to find an exit from the area or situation and contact the police. The incident should also be notified to the Line Manager/Parish Priest as soon as possible who will then notify the Property Department.

Where a risk of violence or aggression can reasonably be foreseen and control measures do not reduce the risk sufficiently then additional awareness or other training must be provided.

Regulations and guidance

- Management of Health and Safety at Work 1999
- Brief guide: www.hse.gov.uk/pubns/indg73.pdf
- Guide to managing risk of violence: www.hse.gov.uk/violence/conclusions.htm; www.suzy-lamplugh.org/personal-safety-tips/

Responsible officer	David Lawes (COO NRCDT)
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Author	Catholic Diocese of Clifton/ David Lawes