

The Parish of St Mary Magdalene, Yarm LONE WORKING POLICY and PROCEDURE

The following policy and procedure was agreed at the Parochial Church Council (PCC) meeting held on 26th June 2023.

Policy Statement

The Rector of Yarm Parish Church (Rector) and Yarm Parochial Church Council (PCC) will, ensure, so far as is reasonably practicable, that all lone workers are kept safe in the church building.

Procedure

- 1.1 The *Rector and PCC* will dissuade people from undertaking work in the building on their own if possible.
- 1.2 to ensure that all lone workers have a key to ensure the building is locked whenever they enter the building on their own and lock the building whenever they leave.
- 1.3 *The Rector and PCC* will encourage all people using the building on their own to carry a mobile phone that is switched on.

Responsibilities

- 2.1 the *Rector and PCC*
Will provide, hirers, borrowers and contractors with a copy or explain this lone working policy and procedure.
- 2.2 *The Health, Safety and Welfare sub-committee* will:
Assess the effectiveness of the policy.
- 2.3 Contractors, Employees and Voluntary Workers
Will cooperate with the PCC on all matters relating to Lone working. Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions.
- 2.4 Hirers and Borrowers
When church premises are not being used under the direction of the *Rector or PCC* member, the principal person hiring or borrowing the premises will be responsible for safe practices and that activities and usages comply with the church's lone working requirements and policies.

Chair: 

Date: *26th June 2023*