



## St Peter's Church, Ardingly

### Lone Working Policy

The church seeks to minimise the risks of lone working (including working by volunteers) to sensible and acceptable levels. General guidelines are provided below. However, it is the responsibility of the individual worker to make a reasonable assessment of any risks associated with their working alone, and to discuss those risks and appropriate risk control measures with the Churchwardens if there are any concerns.

When working alone at the church you should observe the following precautions:

1. Do not work at height
2. Do not use any appliances which involve naked flames (such as portable gas appliances) unless you are familiar with their operation
3. Ensure that you have a mobile phone with you that is on, charged and has credit
4. Ensure that someone knows where you are, and when you expect to leave. Let them know that you have left safely.
5. Ensure that you are sufficiently fit and well to be carrying out your tasks alone.
6. Any incidents must be reported to the Churchwardens.

#### **In addition to the general guidelines:**

1. It is noted that the church is generally left open during the day for visitors to attend for prayer etc. However, if any lone worker feels at all vulnerable, they should ensure that all church doors are locked to prevent unauthorised entry to the building (keys should be carried on you at all times or left by the doors to allow exit in the event of a fire or other emergency)
2. Ensure that you know where to find the first aid kits
3. Ensure that you are familiar with the procedures for dealing with fire. Lone working outside of the church

#### **Driving Alone In addition to the general guidelines:**

1. Ensure that your vehicle is properly insured, MOT'd, serviced, and is roadworthy.
2. Ensure that you have a sufficient fuel in the petrol tank
3. Ensure that you know the route and have ample time for the journey
4. Keep your doors locked when driving
5. Park in well-lit areas
6. Subscribe to a breakdown service, and have the contract and contact details with you.
7. If driving long distances take regular rest breaks.