

HORSTED KEYNES PAROCHIAL CHURCH COUNCIL

5.0 Lone Working Safety St Giles Church, Churchyard and Martindale Centre

The potential dangers of working alone within the church, in the churchyard, in the Martindale Centre building and in its grounds, are reviewed as part of the annual risk assessment review. In all three areas individuals can be from time to time remote from contact with others. Mobile phone reception is currently poor, particularly in the church therefore the portable Church phone must be used, it is located in the South Transept vestry adjacent to the audio equipment, the number is 01825817204 additional instructions are located with the phone, this is not available for use in the Martindale Centre Building.

Cleaning and maintenance is wherever possible organised in groups where one of the group carries the Church portable phone. While there is no requirement for lone working amongst St Giles volunteers, it is sometimes the case, as through the history of the church that a volunteer will clean or maintain or work (on tasks such as photocopying or Sacristan's duties) alone.

The risks assessed are as follows:

- Injury
- Personal attack, robbery
- Medical emergency

The following improvements and procedures have been adopted in order to minimise the above risks:

- Any lone worker must inform a third party of the intended timing of any lone working period
- Any lone worker must carry the Church portable phone in the Church or Church Yard, (a mobile phone in the Martindale Centre).
- Only low risk activities should be carried out by lone workers
- Activities involving the use, chainsaws, chippers, grinders, brush cutters, or electrical works are examples of significant risk operations which should not be undertaken by lone workers.
- No ladders or high level access equipment may be used.

A copy of this document is to be issued to any person proposing to carry out lone working.

January 2020