

**HORSTED KEYNES PAROCHIAL CHURCH COUNCIL**

**5.0 R1 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 could be working alone and so reasonable precautions need to be taken against the heightened risks.

The risks assessed are as follows:

- Injury
- Personal attack, robbery
- Medical emergency

Wherever possible cleaning and maintenance is to be organised in groups. While there is no requirement for people to work alone, it is sometimes the case that a person will clean or maintain or work (on tasks such as photocopying or sacristan's duties) alone.

The following procedures must be followed by lone workers in order to minimise the assessed risks:

- Any lone worker must inform a third party of the intended timing of any lone working period.
- Any lone worker must carry a lone worker alarm in the Church or a working mobile phone in the Martindale Centre. Lone workers in the Churchyard must carry a working mobile phone and take care to stay within its reception area.
- Only low risk activities should be carried out by lone workers.
- Activities involving the use of chainsaws, chippers, grinders, brush cutters or electrical tools are examples of significant risk operations which should not be undertaken by lone workers.
- No ladders or high level access equipment may be used.

Mobile phone reception is generally poor in the church and so a lone worker alarm button system linked to the Church fixed phone number 01825817204 is provided. A portable blue alarm button must be carried by any lone worker. Pressing the blue button to summon help will cause the system to automatically call for local support. If local support does not respond an automatic 999 call will be made. Voice communication is via the fixed base station located on the first floor of the South Transept (upper Vestry). If voice communication is not achieved between the person raising the alarm and the responder, the responder will immediately attend or arrange for someone else to attend the Church.

Portable wristband and lanyard alarm blue buttons for lone worker use are kept in the South Transept Vestry adjacent to the alarm base station and must be returned once lone work is complete. They function anywhere within the church building.

HS 5.0

All other calls for assistance in the church, urgent or not, should be made using the 'BT' telephone provided in the upper Vestry or, assuming reception is good enough, by personal mobile phone.

Neither the alarm button system nor the 'BT' telephone will work when there is an electricity outage. In this situation ALL non-urgent work in the church should cease.

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

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