

# TRINITY METHODIST CHURCH

## Lone Working Policy

### GENERAL STATEMENT OF POLICY

This document is prepared with a view to detailing and informing all interested parties in respect of working alone whilst on the premises of Trinity Methodist Church.

### PRINCIPLES

Trinity Methodist Church accepts that, at times, some individuals will be required to be alone on the premises. These individuals should accept responsibility for their own safety. But Trinity would recommend the following by way of ensuring that all possible precautions are taken:

- If working in the office alone, then the door should be locked and the key removed from the lock and placed on the inside shelf.
- Should an unauthorised person attempts to enter the office, then use the phone to call someone or the police in dire circumstances
- If aware that one is alone in the building, then the front door should be locked from the inside and the key removed from the lock.
- Do not use the lift if alone in the building
- Where possible, have a mobile phone on one's person in order to be able to call someone if confronted with an incident

In addition, doors to all rooms will have a small window inserted in the door to the room so that occupants can be seen from outside the room.

### Lone Working Policy

The policy was adopted at a meeting of.....

Held on.....

Date to be reviewed.....

Signed on behalf of the meeting.....

Name of signatory.....

Role of signatory.....