



## St Lawrence Church– Safety Plan for lone workers

St Lawrence is a rural church open daily from approx. 10am to 4pm.

This policy guides Lone Workers in the church and its grounds.

Lone Workers under this policy are staff and volunteers engaged in various duties including music, worship, flowers, cleaning, maintenance, unlocking and locking up.

This policy aims first to keep everyone safe and second to ensure reasonably unimpeded use of the building. The policy provides guidance on the risk factors for Lone Workers: people and environment, together with some general notes.

**1. People** Occasionally a visitor may pose some sort of threat to the Lone Worker.

a) trust your instincts: if you feel unsafe or uneasy in any way, walk away. Do not be afraid to leave the building altogether;

b) do not challenge undesirable behaviour;

c) seek help:

- if a crime or criminal damage is being committed ring 999,

- if you are worried ring the Vicar on 01722 334214

- for a non-urgent PCSO visit ring 101

d) please tell the Vicar or a Churchwarden what happened.

**2. Environment** Health & safety is reviewed frequently but physical hazards can never be eliminated entirely.

a) be realistic about your physical capabilities;

b) do not engage in a task that involves physical danger;

c) please be careful.

**3. General guidance**

a) let someone know where you are and how long you will be;

b) take a mobile phone if you can;

c) try to avoid the hours of darkness;

d) never feel obliged to carry a task through if you are on your own and discern risk. Nothing matters more than your safety.

**Risk assessment** assumes suitable clothing and footwear, task is carried out in daylight, and that a mobile phone is available to call for help.

Risk mitigations are assessed as:-

- Slip and trip hazards on staircases
- Striking head on low lintel to clock room in tower
- Gallery staircase hand rail, particularly at top of stair
- Check whether bells are UP – if so, avoid bell ropes in ringing chamber
- Always turn light switch ON for spiral staircase
- Steep spiral staircase out of ringing chamber – use hand rail, both sides, step with caution
- Never climb above clock room level without real need, authority, and partner

Please inform Churchwardens of any hazards which you assess as significant.

Report incidents within Accident Register (in First Aid box on shelf at rear of church).

**SECURITY** If you find a person sleeping in the porch when you arrive, go away and immediately inform the Churchwardens or the incumbent. Do not approach the person until you are joined by one of them. **Please do not deal with the situation on your own.**

**LOCKING UP** Always go into the nave when locking up to warn any late visitors that the door is about to be secured

## ***Personal Safety plan for people, including lone workers, using the Church***

- The main wooden door is now fitted with a tumbler mechanism that can be locked and unlocked (via the brass knob) from the inside which prevents access from outside without a key. ***Whenever in the church alone always lock the door.***
- Try not to be in situations where you are alone at the church
- Ensure someone knows when to expect you home
- Ensure you have an escape route from the building
- Ensure your car keys are to hand and you are parked so that you can get away easily
- Consider having a personal attack alarm available and ensure that others know what to do should they hear it
- Ensure that your mobile phone is easily accessible, in good working order and fully charged.
- Post code of the building **SP1 3LL** when phoning emergency services
- If worried about a situation take whatever action you need to escape to safety
- Be aware of your surroundings and visitors unknown to you
- Read any information or instructions for working alone at the location
- Ensure you know where first aid facilities are located
- Do not enter if a stranger is in the porch. Leave area and phone church warden or vicar
- Reading Room and Church are now fitted with internal locks so you can lock yourself in safely

Signature..... confirming receipt of these directions.

Date.....

**Register of lone workers, openers, closers and winders receiving personal safety plan directions**

<b>Name</b>	<b>Date</b>