



All Saints Church
Milton Keynes Village

Policy for Lone Workers on the Premises

Purpose:

To provide guidance to staff and volunteers at All Saints Church, Milton Keynes Village when working alone on behalf of the Church in both the building and grounds.

Policy Statement:

The church seeks to minimise the risks of lone working 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 their immediate supervisor.

It is the responsibility of supervising staff to ensure that lone workers under their supervision have the awareness and competency to follow these guidelines.

Policy Guidance:

Lone working in general

When working alone in the premises you should observe the following precautions:

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

Lone working at the church

In addition to the general guidelines:

1. Keep all church doors locked at all times while working alone unless the task being undertaken requires one of the doors to be open. In that case, ensure that exiting the church is possible via another unlocked door. Ensure all doors are re-locked as soon as reasonably practicable.
2. Ensure that you know where to find the first aid kits (in the vestry)
3. Ensure that you are familiar with the procedures for dealing with fire.

Rev. Matt Trendall — *Rector*

Patricia Sawyer — *Churchwarden*

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