

**HOLY TRINITY**  
**ST SAVIOUR'S**



## **HEALTH & SAFETY POLICY**

**Parochial Church Council  
Parish of Knaphill with Brookwood  
Chobham Road  
Knaphill  
Woking  
Surrey GU21 2SX**

May 2019

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## Section A – General Statement of Policy

The Parish of Knaphill with Brookwood (hereinafter called “the Parish”) is served by the parish churches of Holy Trinity, Knaphill (HT) and St Saviour’s Brookwood (StS) and provides a range of services and facilities to the community and has a diverse risk profile.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the two churches, halls and grounds that we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a health and safety officer who is a member of, or is directly responsible to the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals and will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in each church and on our website and made available to others on request.

Signed\*:

A handwritten signature in black ink, appearing to be 'J. H. H.', written over a horizontal line.

\*on behalf of the Parochial Church Council as agreed at a meeting on:

Date: 13 May 2019

## **B: Organisation and Responsibilities**

### **B.1 Responsibility of the Vicar**

The Vicar, on behalf of the PCC has responsibility for Health and Safety within the Parish and ensures that the Health and Safety regulations and appropriate Codes of Practice are complied with. The church wardens operate on behalf of the vicar and the HSO assists the church wardens in the oversight & implementation of the policy.

Specific responsibilities may be delegated by the Vicar to church employees and voluntary workers especially as new groups or projects emerge. The names of those people will be notified to the Churchwardens and/or Health and Safety Officer(s) and anyone so delegated will be clearly informed of their health & safety responsibilities

### **B.2 Responsibility of the Parochial Church Council**

The Parochial Church Council (PCC) has the general responsibility of ensuring that the requirements of this Health and Safety Policy are implemented and, where necessary, making adequate financial provision.

It will ensure that there are effective channels of communication and consultation for health, safety and welfare for employees, contractors, voluntary workers and those people using its premises.

### **B.3 Responsibility of the Health and Safety Officer**

The Health and Safety Officer assists the Churchwardens in carrying out their health and safety responsibilities.

In particular they ensure that:

1. The standards set out in this policy are implemented and maintained
2. Where necessary, health and safety assistance is obtained
3. Any hazards reported to them are rectified immediately
4. Only authorised and competent persons carry out repairs, modifications, inspections and tests
5. Any accidents are investigated, recorded and reported if necessary
6. Relevant health and safety documents and records are retained
7. They keep up to date on health and safety matters relevant to the church
8. Set a personal example on matters of health and safety

### **B.4 Responsibility of the Churchwardens**

The Churchwardens are responsible for the fabric and fittings of the church property and are responsible for the day to day implementing of our policy.

They will ensure that:

1. All employees and volunteers are aware of their health and safety responsibilities.
2. Adequate precautions are taken as set out in this policy and related risk assessments
3. Adequate information and training is provided for those that need it
4. Any hazards or complaints are investigated and dealt with as soon as possible
5. Where defects cannot be corrected immediately, interim steps are taken to prevent danger
6. All accidents are reported in-line with the requirements of this policy
7. Advice is sought where clarification is necessary on the implementation of this policy
8. Set a personal example on matters of health and safety

### **B.5 Responsibility of Employees and Voluntary Workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others whilst on church business or on its premises.

They will ensure that they:

1. Read this policy and understand what is required of them
2. Complete their work taking any necessary precautions to protect themselves and others
3. Comply with any safety rules, operating instructions and other working procedures
4. Report any hazard, defect or damage, so that it may be dealt with
5. Warn any employees or volunteers of known hazards
6. Report any accident injuries, near misses or other potential hazards
7. Attend any training required to enable them to carry out their duties safely
8. Do not undertake any repair or modification unless they are competent to do so
9. Do not misuse anything provided in the interests of health and safety
10. Produce risk assessments where appropriate to their activity.

## **C General Arrangements**

This section sets out our general arrangements for managing health and safety.

### **C.1 Competent Assistance**

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details in our health and safety file

### **C.2 Risk Assessment**

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### **C.3 Information and Training**

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

### **C.4 First Aid**

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

### **C.5 Accident Reporting**

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

### **C.6 Monitoring**

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

### **C.7 Contractors**

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

### **C.8 Record Keeping**

We will maintain a Health and Safety File in which we will keep up to date health and safety records, risk assessments and other essential documents:

## **D Specific Arrangements**

This section sets out our arrangements for dealing with specific risks

### **D.1 Asbestos**

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

### **D.2 Church Buildings**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### **D. 3 Church Grounds and Car Parks**

We will ensure that church grounds, paths, car parks, boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

### **D.4 Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

### **D.5 Display Screen Equipment**

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will carry out Display Screen Equipment (DSE) workstation assessment and use our best endeavours to reduce risks, including encouraging workers to take breaks away from the screens. We will also provide information, training, eye/eyesight tests (on request) and provide special glasses that are prescribed for the distance the screen is viewed at in accordance with the Health and Safety Display Screen Regulations 1992. If an ordinary prescription is deemed suitable we will not be required to pay for the glasses.

### **D.6 Electricity**

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

### **D.7 Events**

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

### **D.8 Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### **D.9 Heating Systems**

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### **D.10 Hazardous Substances**

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

### **D.11 Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

### **D.12 Preparation of Food**

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

### **D.13 Slips and Trips**

We will implement suitable precautions to prevent slips or trips taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### **D.14 Working at Height**

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

### **D.15 Work Equipment**

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

### **D.16 Working Alone**

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety. When employees and volunteers expect to or find themselves working alone we expect them to follow the guidelines set out in E14.

## **E: Implementation of the Policy**

This section sets out our arrangements to implement the policy.

### **E.1 Accidents and First Aid**

#### **E.1.1 First Aid Boxes**

First aid boxes are located in various positions around the church premises, namely:

HT – Church Office

HT – Hall Kitchen

HT – Church Servery

StS – Church Servery

StS – Hall Servery

First Aid Boxes are regularly checked by a designated and qualified First Aider to ensure that they are complete and that the contents are within their “use by date”. Any items that are used are replaced by ordering through the Church Administrator.

#### **E.1.2 Trained/Qualified First Aiders**

The Parish arranges for outside organisations (e.g. St John Ambulance) to provide appropriate first aid training to employees and voluntary workers in accordance with current first aid regulations.

A list of Trained First Aiders is kept up to date by the Church Administrator.

#### **E.1.3 Accident Books**

All accidents and incidents are required to be entered in the Accident Book on an Accident Report form and, where significant, the relevant Churchwarden and/or Health and Safety Officer advised. The Churchwarden and/or Health and Safety Officer will decide whether or not to contact the Parish’s insurers.

Accident books are located with each of the first aid boxes. Once completed these tear-off forms are given to the Church Administrator for storage in the HT Church Office. These books and records are regularly reviewed by the Churchwarden and/or Health and Safety Officer.

If the Hall is hired or church building used by an outside organisation or individual the hirer/organiser is told in writing (e.g email or letter) that, in the event of an accident, details must be entered in the accident book and they are advised of its location.

#### **E.1.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities.

The following is a brief summary:

**Any fatality** to employee or non-employees, including voluntary workers;

**Major Injuries** to employee or non-employees, including voluntary workers (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting in admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work;

**Injuries** to employee or non-employees, including voluntary workers that requires the injured person to be taken straight to hospital for treatment.

Any accident, dangerous occurrences and disease that are likely to be subject to RIDDOR must immediately be referred to the Churchwarden and/or Health and Safety Officer and guidance sought.

## **E.2 Fire Safety**

To comply with the Parish's obligations under the Regulatory Reform (Fire Safety) Order 2005, a specific Fire Risk Assessment is carried out of all four church buildings.

A check is made that a fire can be detected in a reasonable time and that people who may be in the building can be warned and can get out safely.

Fire evacuation drills are carried out at a frequency determined by risk assessments. All organisations and individuals who use our premises are made aware of fire exits, assembly points and fire extinguishers.

All employees and voluntary workers take personal responsibility for their own and others safety and are made aware of escape routes.

Fire extinguishers and fire blankets are kept at various locations around the church and hall premises. They are regularly checked by the Fire Warden to ensure that they are still in place and have not been discharged and are checked annually by an approved specialist contractor.

The HT and StS Church Hall fire warning systems are regularly checked and recorded.

## **E.3 Electrical Safety**

### **E.3.1 Portable Appliances**

All portable electrical appliances owned by the church are PAT tested by a suitably qualified and competent person. The equipment to be tested and its frequency of testing is in accordance with the appropriate regulations. A list of all our portable electrical appliances is maintained by the Church Administrator. Any non church electrical equipment is required to have the same level of certification.

Users of electrical equipment are reminded to inspect all plugs, cables and sockets before and after use to ensure that there are no loose connections, worn flexes or trailing leads. Any defects are to be reported to the Health and Safety Officer for action

### **E.3.2 Fixed Electrical Equipment**

A regular visual inspection is carried out of the fixed electrical installation by the Churchwarden and/or Health and Safety Officer together with a qualified electrician. Any defects will be reported to the Fabric Group for action

Every five years, the fixed electrical system is inspected and tested by a qualified contractor who is a member of the NICEIC, ECA or NAPIT. Any necessary remedial work is carried out

### **E.3.3 Lightning Conductor**

At intervals recommended by the relevant Code of Practice our lightning conductor system is examined and tested by a competent specialist firm of lightning engineers

#### **E.4 Gas Equipment Safety**

Our gas boilers are maintained and checked annually by a contractor who is registered with the Gas Safe Register and appropriate certificates filed in the Church Office.

#### **E.5 Hazardous Substances**

The majority of hazardous substances used on the church premises are domestic type cleaning, washing and polishing products. Only products bearing suitable and statutory warning labels are used and Users are told to take due note before using them.

The use of other more hazardous substances such as paints, varnishes, certain polishes etc. are wherever possible avoided. Where this is not possible, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. A record of these products is kept in The Health and Safety file

#### **E.6 Slips, Trips and Falls – Condition of Floors, Steps and Paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection is made regularly by the Churchwarden and /or Health and Safety Officer of:

1. All floors and stairs in the church and hall,
2. Trailing electrical cables
3. All paths and steps in the church grounds. Particular note is made of moss, algae and leaves on paths. The Fabric Group is advised and arrangements made for repairs or remedial measures to be carried out.

#### **E.7 Lighting**

In order to ensure that the church is adequately lit, a regular inspection is made to ensure that all lights in the church, hall and church grounds are working properly  
Arrangements are made to ensure that all faults are remedied expeditiously.

#### **E.8 Working at Height**

High level is defined as any level that requires the use of a ladder or platform to enable work to be carried out. This typically includes work on the following:

1. The church windows (inside and outside) and the church hall first floor windows.
2. The church and church hall roof or guttering.
3. The church bell
4. Anything at or above the church wooden cross beam level, including changing light bulbs, adjusting overhead projector, etc.
5. Ceiling lights in the church hall

Only the following persons may work at high level:

1. Approved contractors,
2. Staff or volunteers approved by PCC

The following procedures are to be followed:

1. A second person must always be present at low level
2. Ladders must be secured so that movement is not possible
3. A written risk assessment must be made before work commences except for the replacement of light bulbs, clearing leaves and debris from the low-level church and hall gutters.

The appropriate training will be given where appropriate.

### **E.9 Preparation of Food**

Although the Parish does not provide a fully compliant kitchen, it does provide a kitchen/serveries for the provision of light meals and hot drinks to support specific functions. It comprises basic appliances, such as ovens, hobs, coffee percolators, sinks and refrigerators and these are regularly cleaned and fully integrated into the church maintenance and cleaning regimes.

Tea, coffee and other drinks are prepared in the kitchen/pantry and the majority of food is prepared off site and offered as if a private function. Where food is prepared we:

1. Ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. Ensure that all food handlers have received adequate supervision and instruction
3. Ensure that due recognisance is made of food ingredients and allergies and that the warning label of 'May contain food allergens' is present.
4. Ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
5. Ensure that before any preparation commences, all surfaces coming into contact with food are clean and disinfected
6. Ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

### **E.10 Manual handling – lifting, carrying and moving loads**

The need for manual handling is eliminated wherever is reasonably practicable

1. Two person handling is actively encouraged
2. Where it is not possible to avoid the need to move loads in excess of 25kg per person handling the load, risk assessments are carried out and the use of lifting aids, including trolleys, lifts and hoists are considered.
3. Any necessary instruction is provided for safe lifting.

### **E.11 Display Screen Equipment**

The risks to all habitual users of computer workstations and audio visual equipment are assessed to reduce those risks to the lowest level possible.

Workstation users are responsible for self-awareness of personal risks and feeding back any concerns to the Churchwarden and/or Health and Safety Officer.

### **E.12 Buildings**

The buildings are regularly inspected by the Churchwarden and/or Health and Safety Officer.

1. Any defects are noted and sent to the Fabric Group to put in place action for repairs
2. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
3. Surveys are carried out by specialist contractors to identify any asbestos on the premises. Where asbestos is identified and needs to be removed it is removed by a specialist contractor in accordance with statutory legislation and recorded in the church log book. Information regarding any asbestos remaining in the buildings is given to all contractors and anyone else who may be affected
4. **A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.**

### **E.13 Child and Adult Protection**

Child and adult protection is covered by the Diocesan Safeguarding Policy, Procedures and Practice which are available in the Parish office or on the website. Hall Users are required to provide us with a copy of their safeguarding policy or if unable to do so are required to follow the Diocesan safeguarding policy, which we will provide to them..

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children and vulnerable adults.

### **E.14 Personal Safety and Working Alone**

Common sense is expected from all staff and volunteers having to work alone in the church or hall, accepting persons into their homes and handling cash and other valuables outside of the church premises.

Parish employees and volunteers are expected to follow the churches' guidelines in Appendix 1.

### **E.15 Risk Assessments**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999 and signed off by PCC representative (i.e. Vicar)

### **E.16 Activities**

All people taking part in Parish controlled activities must take care of their own and others' health and safety. They must comply with Parish policies, codes and procedures and report hazards and dangerous situations to a member of staff or volunteer.

The following types of activity, outside of regular Sunday and religious festivals will require Risk Assessments (example copies for regular events are kept in the Church Office risk assessment folder):

1. Events and activities open to the public (e.g. Holiday Club, Messy Church)
2. Off-site activities co-ordinated by the church (e.g. Parish Weekend, Holiday at Home)
3. Maintenance events of the church buildings and grounds (e.g. Spring Cleaning) which involves more than two people
4. Catered events and activities where hot food is provided (e.g. Parish BBQ).

The PCC must be notified about every off-site activity before the event, and where there is a potential for Risk, assessments must also be produced using the appropriate form.

### **E.17 Contractors**

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, are regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy if they employ more than five people and be able to provide a copy of the same
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation

4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake
7. All contractors to provide full risk assessments for project/work to be carried out in advance of commencing work.

# **Appendix 1 Personal Safety and Working Alone**

## **Summary**

Working alone is an essential practice for many in our church, either within the church buildings, in their own homes or other people's homes. Lone working cannot always be avoided. However this policy recognises the risks and tries to minimise them by common sense and appropriate measures.

## **Authorisation**

This policy was last updated and authorised by the PCC on 13 May 2019 and will be reviewed annually by the Health and Safety Officer and Church Wardens. It forms one part of our wider Health and Safety Policy which is available from the Parish Office, along with our current insurance policies and risk assessments.

## **Who does this affect?**

- The Vicar and other clergy
- The Church Administrator, Pre-school Manager, Children's & Families Minister, Youth Minister, Ordinands
- The Cleaner
- The Church Hall manager
- Pop-Up Coffee Volunteers
- Duty Wardens
- Music team
- Other volunteers who come into church to sort out sacristy, the flowers, clean the brass or prepare the church for special services
- Those doing maintenance in church
- Someone doing a solo pastoral visit to people's homes
- Volunteers taking cash to the bank

## **The Policy**

The purpose of this lone worker policy is to ensure that all church members are aware of the specific risk in working alone and to set out the respective responsibilities of the PCC and each individual to minimise such risks. The PCC commit to carrying out their responsibilities in a thorough and disciplined way. It is expected that all church members will abide by this policy.

## **The Risks**

- This list is not exhaustive but identifies some of the risks faced.
- Physical accident (from injury, fire, etc such as when using kitchen or maintenance equipment when there is no one available to fetch help if necessary)
- Sudden illness, again when there is no one to raise the alarm

- Physical violence or threat of abuse in any form from a visitor
- Sexual behaviour or advances deemed to be inappropriate or threatening
- Accusations by a visitor of inappropriate behaviour by staff / volunteers when there are no witnesses
- Stress caused by working in isolation or from abusive calls or digital media.

## **Responsibilities**

The PCC / Church Wardens—should show that “reasonably foreseeable risks” have been identified and updated regularly with appropriate action taken to minimise them. This can be done in conjunction with the Health and Safety officer.

They should also ensure that there is adequate insurance cover for all lone working, with standard practices adhered to. For example the accident books are in place and properly monitored.

To equip vulnerable staff with appropriate communications tools so they can summon help when needed. For example, personal alarms for staff in the office alone, or visiting homes.

To ensure that every member of the church feels that the PCC has taken all reasonable steps to ensure their safety. For paid staff this should happen during their reviews.

To insist that everyone follow the guidelines laid down on safe solo working.

**Individuals** (staff and volunteers) – also need to ensure that they don’t put themselves in unnecessary danger. If possible do visits in pairs. Do not agree to meet anyone in an isolated place. Consider carrying a personal alarm.

Be alert to possible dangers and minimise them –for example keep lights on until a building is completely vacated; using safety guards on power tools—and not using them when in the building alone. Inform the Wardens or Vicar of any suspicious behaviour noted or any threats made to them.

## **Advice**

- When working in the church alone (or visiting someone in their home) make sure someone else knows where you are, and what time you are due home. Get them to check on you if you are not home when expected and if they can’t contact you, to raise the alarm.
- Carry a charged mobile phone with you, to use in case of emergency.
- Do not work at heights when alone; do not use power tools when alone.
- For pastoral visits do not visit people in their homes alone.
- If working in church after dark, lock the doors.
- Choose different routes to the bank, when taking cash.