

Breadsall Church Health and Safety Policy

Important Information: Lone Working

To all key holders

We are aware that a number of you need, from time to time, to be in the church to undertake essential activities, and this may be on your own. Sometimes, being in the church on your own is unavoidable. However, the PCC has been obliged by Health and Safety Regulations and the Church's insurance company to provide all its members who might enter the church alone with a lone working policy. We attach a copy of the policy which has been agreed by the PCC for your information. Please read it carefully. We are obliged to ask you to comply with its recommendations. It is principally for your safety and protection. Please also note that, if you lend your key to anybody, the same rules must be applied and keys must be returned on time.

If you have any questions, please do not hesitate to contact one of us and we will be happy to clarify any points about which you are unclear.

Dorreen Milner

Jacqui Eastwood

Church Wardens

May 2017

Revision date: 30 April 2019

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POLICY ON LONE WORKING IN THE CHURCH

For the attention of all key holders

It is our policy to discourage lone working in the church whenever possible. However, recognising that this may not always be possible or practical, anyone who enters the church alone should be made aware of the following:

You may have an accident, for example tripping over a step.

You may become acutely ill.

You might be subject to a violent attack from a stranger entering the church with intent.

FOR YOUR OWN SAFETY, THE PCC REQUIRES THAT IF YOU PLAN TO UNDERTAKE ANY ACTIVITY IN THE CHURCH WHEN ALONE YOU SHALL COMPLY WITH THE FOLLOWING. THIS ALSO APPLIES TO ANYONE TO WHOM YOU LEND YOUR KEY.

Tell someone you are there.

Do not lock yourself in the church but leave open one door – the South (choir) door is recommended. However, if you are in the church to, for example, count cash, you may feel it is safer to keep all of the doors locked.

Have a mobile phone with you at all times, ensuring it is switched on.

Be extra careful after dark and ensure that someone knows you are there.

Avoid any activity which might be hazardous and could lead to an accident (for example using a step ladder).

All key holders will be asked to sign to confirm that they have received and read these instructions.

REMEMBER – THIS IS FOR YOUR OWN SAFETY.

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