

# St Augustine of Canterbury

## Risk Assessment: Lone Working in Church or Church Hall

### Version Control

Issue Date	Version Number	Issued by
8 June 2020	1	PCC St Augustine of Canterbury Whitton

*This document provides a risk assessment for Lone Working activities in church or church hall.*

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
<b>The Risk of Violence</b>	The doors to church should be locked from the inside when working in church alone; this will prevent any other people entering the building unless they are trusted keyholders		All	Reviewed AW 22-5-21
<b>Any increased risk to women</b>	The doors to church should be locked from the inside when working in church alone; this will prevent any other people entering the building unless they are trusted keyholders.		All	Reviewed AW 22-5-21
<b>Any increased risk to young persons</b>	Nobody under the age of 18 should be in church alone; Safeguarding applies and they must always be accompanied by 2 adults who have the requisite clearance		All	Reviewed AW 22-5-21
<b>Lone person with pre-existing medical condition</b>	<p>Anybody with a pre-existing medical condition MUST:</p> <ul style="list-style-type: none"> <li>• advise a friend/relative or other church member that they are going to the church and will be working alone</li> <li>• the length of time they expect to be absent</li> <li>• a contact number if they are carrying a mobile phone</li> <li>• advise the person of the contact number of somebody from church who has a set of keys (a churchwarden would be best)</li> <li>• advise the person that they have arrived home safely</li> <li>• if the lone person fails to notify their contact that they have arrived home safely within 2 hours of the expected</li> </ul>		All	Reviewed AW 22-5-21

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	time, then they must contact the person with keys to the church so they can check			
<b>Workplace Hazards – handling equipment which normally requires more than 1 person to operate safely.</b>	This should not happen; use of stepladders should be undertaken only if another person is present; heavy lifting should not be done by 1 person.		All	Reviewed AW 22-5-21