

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, an assessment is required to identify any risks arising from lone working so that appropriate precautions can be taken to eliminate or control any significant risks identified. This policy document is the result of assessing the risks at Madingley Church and is provided to assist church volunteers and staff to work in a safe environment when working alone.

The Parochial Church Council has a general responsibility to ensure that the Lone Working Policy is implemented.

#### Procedures When Working Alone

Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on. When working alone in the church or churchyard, staff and volunteers should:

- Tell someone where they are working.
- Carry a mobile phone if possible.
- Lock any doors behind them if appropriate.
- Keep valuables out of site in a vehicle – put them in the boot before arriving.
- Report any defects to the building i.e. trip hazards etc. to the Churchwardens via the Church Office.
- Report any incidents to the Churchwardens via the Church Office.

When working by yourself please be aware of workplace hazards, such as the use and handling of work equipment which normally requires more than one person to operate safely.

#### Suspicious Callers

Suspicious callers rely on our Christian teachings to make us charitable. Being charitable should not make us vulnerable to abuse. Here are some things to consider if you are approached in person or if you receive a suspicious email or phone call:

1. Firstly, your safety is paramount. Do not do anything that could endanger you or others around you.
2. Just because someone mentions the vicar by name, it doesn't mean they know the Vicar. There is a wealth of information on the church notice-board and on the website.
3. It's unlikely that you will be asked directly for money but there may be a tale of woe to engage your sympathy.

4. If appropriate, offer use of a phone to contact friends, or to contact a food bank, social services, etc. If the caller is genuine this will help.
5. As soon as they have gone, make notes about their appearance and what they said.
6. If you feel that the caller was suspicious do not hesitate to report the visit to the police. The police may know the caller, they may prey on the elderly, they may have a history. Alert others in your church, parish and community to the caller. They may be calling at other churches too.
7. Raise the issue at a PCC meeting and discuss how to stay safe!

#### Ministry Team

Members of the ministry team may need to arrange meetings with parishioners. Wherever possible these should be held in the Parish Office but if a home visit is needed then a risk assessment should include:

- The risk of violence or improper accusations.
- Any increased risks to women or young persons.
- Pre-existing medical conditions which might place you at increased risk when working by yourself.

Suitable precautions might include: regular contact with a member of the church team when working by yourself (by telephone or mobile), and checks that when working by yourself you have safely reached your final destination.

#### Contractors working in the building

If a contractor is carrying out work in the building regular checks should be made by the supervising member of the Fabric Committee that the contractor is safe. Precautions might include locking the building so that members of the public are not placed at risk and do not interfere with the person and their work.

Any contractor accessing the tower must not be left unsupervised unless an agreed method of communication with their company and/or the supervising member of the Fabric Committee has been agreed.

This document to be reviewed in April 2024.