

**St Matthew's Church
The Parish of Edgeley and Cheadle Heath**



Risk Assessment For:	Lone Workers in Church, Vicarage and Port-a-cabin
	See separate risk assessment for Pastoral / Home Communion
Assessment signed off by (Warden):	
Assessment signed off by (Clergy):	
Assessment carried out by (H&S):	
Assessment Date:	
Review Due:	

We prefer you to access the church, vicarage and port-a-cabin when there are other people around

If this is not possible:

- **You must LOCK the door**
- **You must have a MOBILE PHONE close at hand e.g. in your pocket**
- **DO NOT BOLT the door because we can not get in the building if you need help**

	Hazard	Who might be harmed and how	What we are already doing	What further action is necessary	Lead	Deadline	Done
1	Uncertain who regularly works alone, when and why	Individual –delay in receiving emergency treatment in case of accident Church - theft or damage to church property/building	Access to church and other building is restricted We have a key register People are encouraged to only work when there are other people around There is a list of people who regularly work alone approved by PCC and noted in the H&S policy				

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2	<p>Travel to and from buildings</p> <p>Travel through the immediate church grounds</p> <p>Travel in quiet areas or when dark</p>	<p>Individual – seen as a soft target, and risk of violence and robbery</p>	<p>We advise people to:</p> <ul style="list-style-type: none"> - Be aware of their immediate surroundings - Not enter the grounds if they feel threatened or believe they are being followed - Not leave the church if they believe there is a problem outside, but to ring David or Pam - To use offers of lifts where possible 	<p>Fix North Door security light, which will:</p> <ul style="list-style-type: none"> - light the immediate area outside the North door for when arriving or leaving church - give light between the door and light switches 			
3	Cash Handling	<p>Individual – violence and robbery; accusation of theft</p> <p>Church – theft of money</p>	<p>People must not handle cash on their own</p> <p>Cash is kept locked in safe</p>				

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	Hazard	Who might be harmed and how	What we are already doing	What further action is necessary	Lead	Deadline	Done
4	Moving and Handling	Individual – personal injury, back strains, tiredness and falling	There must be no moving or lifting of heavy furniture when working alone People must only work within their own comfortable limitations	Moving and handling risk assessment Moving and handling training			
5	Existing medical conditions	Individual – sudden onset or exacerbation of medical conditions	People are asked to discuss with the clergy any known medical conditions which may make them vulnerable if working alone If appropriate, people are reminded to carry a supply of necessary medications				
6	No First Aid	Individual – delay in treatment	The First Aid box is kept stocked, and clearly identifiable in the kitchen				
7	Inability to summon help	Individual – delay in help arriving, with outcomes more severe as a result	Everyone working alone must have a mobile phone close to hand at all times Everyone shown emergency numbers, including: David: 07751 888241 Pam: 07909 903864	An office Pay As You Go mobile phone will be made available to borrow The H&S maintenance checklist will include checks that the phone is working, charged and in credit			

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8	Inexperience	Individual - stress from isolation, confusion Church – mistakes made or work not done	Anyone working alone must be 18+ years old New volunteers must work with someone for at least 3 sessions before being left alone There are announced and unannounced visits New volunteers are encouraged to ask questions, and gain a good sense of the work needed We recognise people have different personalities and experience, and ask volunteers: <ul style="list-style-type: none"> - The level of support they need - Whether they are happy to be left on their own 	Reminding people they are part of a team, and have a responsibility to involve others Formal training offered where available			

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	Hazard	Who might be harmed and how	What we are already doing	What further action is necessary	Lead	Deadline	Done
9	<p>Distressed or confused people trying to enter church</p> <p>Violent, drunk or disorderly people trying to enter church</p>	<p>Individual – Uncertainty what to do; fear and risk of violence</p> <p>People trying to gain admittance – needs not taken care of</p>	<p>If you are working alone you:</p> <ul style="list-style-type: none"> - must lock the door - have a mobile phone <p>If people try to enter the church:</p> <ul style="list-style-type: none"> - Ring David or Pam on their mobile number <p>David: 07751 888241 Pam: 07909 903864</p> <ul style="list-style-type: none"> - Stay inside the church and wait for guidance 				
10	Health and Safety / Fire	<p>Individual – death and personal injury</p> <p>Church – cost from claims</p>	<p>Lone working comes within the framework of St. Matthew's Health and Safety and Fire arrangements policy</p> <p>All incidents, whether severe or minor, must be reported to both a member of the clergy and the Health and Safety Officer Mark Rushton</p> <p>All incidents must be recorded as appropriate</p>				