

Lone working and Security Policy

LONE WORKING POLICY:

It is Diocesan Policy that, to be safe, nobody should be in Church alone.

Firstly, a person alone may trip or fall on the numerous steps within the building and this could result in them lying in pain with a broken bone and perhaps even unconscious. The risk is even higher if they are using step ladders, etc. There should always be a 'mate' in attendance, so that emergency services or help can be called for, as required.

Secondly, the design of Church buildings is such that there are numerous places where unwanted 'visitors' who have forced an entry may be hiding; under pews, behind curtains, corners, etc. With two trusted people together, there is a better chance of avoiding conflict.

Thirdly, if it is not possible for a second person to be present, immediately on entering the building, the door used should be locked behind you. Then keep the keys with you in case fire blocks your path and you have to exit by another of the main church doors.

If on entry any criminal damage is discovered, leave the building without touching anything and phone the Police.

If being alone is the only option, a fully charged mobile phone should be on your person at all times, and someone else should be aware that you are there. This is not a desirable situation, because if an accident did happen as above, any help called for will not be able to gain access without a key. In an emergency, the people listed below hold keys to the Church and Annexe, etc.

SECURITY

It is the responsibility of the person who unlocks the Church or Annexe to lock up everything securely before leaving, or ensure that a responsible person commits to make the building secure. Key holders are listed below.

If some time has elapsed after unlocking, also ensure that everybody has left the premises and that nobody is locked-in. Without keys there is no safe exit route and it could be many hours before they could be discovered.

ACCIDENTS A first aid kit is located in the Annexe kitchen for the treatment of minor cuts. All accidents must be logged in the record book in the First Aid kit or adjacent.

**Should an Emergency 999 call be made, the Church's address is:-
St. Andrew's Church, St Andrews Close, Wraysbury, TW19 5DG
What 3 Words location [///swift.oldest.lawn](https://www.what3words.com/swift.oldest.lawn)**

Local key holders: Laura: 07399 673374, Anne 07741 415140, Tony K 01784 483801, Benta 07986 239269

St Andrew's Wraysbury Parochial Church Council

Church Safety (Lone working & security) Policy

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