



## The Priory Benefice – Diocese of Leeds (Anglican) Health & Safety Policy

### Lone Working in Church

Lone working includes any work activity undertaken in isolation.

Any person working on their own in church is asked to abide by Health and Safety Policy and observe the following rules:-

1. If you are working alone, inform a member of the Clergy Team or Churchwardens that you are doing so. You should complete a risk assessment.
2. Do not engage in any unsafe activity or work at any significant height. If you have any pre-existing medical conditions which might affect your ability to carry out the activity you should inform the vicar or the churchwardens.
3. You are advised to have a mobile phone with you. Please inform the relevant person(s) when you are on site and when you have vacated the premises.
4. For your own safety and the security of the building, please ensure all doors are locked, but ensure the key is removed from the inside of the lock to enable other key-holders to gain access.
5. Do not attempt to lift heavy objects unless you are competent to do so or use mechanical or electrical equipment that has not been tested. Do not attempt to do anything which normal requires two or more people to undertake.
6. Do not adjust or tamper with any electrical or gas appliance. If gas is smelt please extinguish any flame, do not use any electrical switches or items, open doors for ventilation and inform someone in authority. Wait outside the building for help.
7. Study the exit routes and the location of extinguishers in the case of fire.
8. Do not use any ladder without permission of a member of the Clergy Team or Churchwardens. The ladder must be secured by a second person when in use. Do not work at height unless there is someone else to steady the steps. Only use ladders and steps to reach heights, do not climb on furniture.
9. If any objects or practices in church are deemed to present a danger to health, please inform a member of the Clergy Team or Churchwardens.
10. If an accident does occur, the accident must be recorded in the accident book located in the kitchen by the First Aid Box and a copy given to the Vicar.
11. On leaving the church please,
  - i. Make sure all electrical and mechanical equipment is turned off and safely stored away.
  - ii. Ensure any materials e.g. cleaning equipment, solutions etc, are locked away.
  - iii. Taps are turned off and sinks emptied and toilets flushed
  - iv. All candles, with the exception of the sanctuary candle are extinguished.
  - v. Turn out all lights. Please check toilets and storage rooms for lights.
  - vi. Lock and check the door.