



## **Bluntisham Baptist Church Lone Worker Guidelines**

This policy should be applied by all church employees or volunteers when alone in the church buildings. The purpose of this policy is to encourage safe working for all employees and volunteers.

### **Advice when alone in the church buildings**

Employees, volunteers or anyone using or hiring the church buildings should:

- Always lock the door and not open it to anyone without being confident of their identity and/or intention.
- Ensure that they have control of the access to the building or room.
- Ensure that they are aware of all the Fire Escapes.
- Carry a mobile phone with them at all times.
- Keep valuables out of sight.
- Ensure that they do not carry out any potentially dangerous activity e.g. climbing a ladder.
- Ensure someone knows they are in the building.

### **General**

Wherever possible, employees and volunteers should avoid being in the church buildings on their own and should not leave one person to lock up the church building at night.

Employees and volunteers should be alert to warning signs and heed them.

Any occurrence where an employee or volunteer felt threatened should be reported to their line manager, or to the Deacon responsible for the volunteer, and appropriate support offered.

### **Associated Policies and Guidelines :**

- Health and Safety Policy
- Fire Procedures
- General Maintenance
- Safeguarding

## LONE WORKER POLICY

<b>Primary Responsibility</b>	<b>Deacons</b>
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