

## West Auckland Vineyard Church

### LONE WORKING POLICY

Last review date: 11/04/2018

Next review date: **11/04/2020**

#### Guidelines for working

West Auckland Vineyard Church wishes to ensure that all workers are not exposed to unnecessary risk if working alone. These guidelines apply when working alone at the Vineyard Centre, or activities away from the Centre.

These guidelines have been drawn up to minimise risk from problems that may arise from seeing members of the public, either through allegations being made, or having to deal with unacceptable behaviour.

The Church will make risk assessments of any roles requiring people to work alone on a regular basis, and any necessary training will be provided.

#### Lone working at the Vineyard Centre

While on many occasions, there is more than one person in the building, there are times when you may find yourself alone, particularly when opening or locking up.

When working alone, you should ensure that:

- The doors are locked behind you to prevent intruders,
- At least one of the fire doors MUST be unlocked
- If you leave the building by the fire door, ensure you have the keys in your possession
- The gate must be unlocked
- Carry a mobile phone with you so you can call for help if needed
- Call for back up if anything happens that you don't feel able to deal with alone
- If you are meeting someone in an office, the seating arrangements allow you to exit the room

If you are the last person in the building, or responsible for locking up you should ensure that:

- All windows and doors are secured to prevent unauthorised access so that the working environment is as safe as possible
- Doors are only opened to allow entry to expected visitors after they have been positively identified
- On leaving the church premises, that windows are closed and doors locked and relevant alarms set

If you suspect there is an intruder:

- Carry out visual check of the building to check for an intruder. If you feel it is safe to do so, carry out an internal inspection, so far as you can. Do not put yourself at unnecessary risk. Inspect the building externally if that is the safer option. If an intruder is suspected, call the police and call for back up if needed
- Leave the building and secure the door behind you so the suspected intruder is locked in and wait for back up to arrive. Do not re-enter the building alone

### Visiting people and places who are known to you

If working alone, away from the Vineyard Centre, you should consider if your visit might present a risk to you. Most working away from the Centre visits are likely to be 'low risk', as most people will be known to the church. However this is not always the case.

It is good practice to let others know before you go on a visit. You should aim to do the following:

- Let others know where you are going- who, where, nature of the meeting, location, estimated time of return
- If your plans change, you should contact someone( colleague, family member) to let them know what is happening and that you are safe
- Make sure that you have a mobile phone with you

### Visiting people and places that are not known to you and may present a risk

If you have any concerns for your safety, it is advisable to get a colleague to come with you. If this is not possible, it is important that someone knows your whereabouts, where you are meeting the person, how long you expect to be and when you expect to return. You should also:

- Keep the mobile phone turned on during the meeting so that you can use it quickly in an emergency
- Always follow the person into the building and ask that any dogs be removed from the room
- Familiarise yourself with the quickest means of exit should you need it
- Ensure that you seat yourself near the door so you can exit quickly if needed

### Emergency contacts

If there is an intruder, or you are threatened, dial 99, give the address of the Centre ( Unit 3, Aptec Enterprise Park, West Auckland,DL14 9PD)

Key holders are as follows:

- Ed Farrer
- Adrian Hancock
- Hazel Charlton
- Richard Sellick