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| **Safety Tips for Working Alone** | The Catholic Parish of St Catherine, Penrith |
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| The Diocese has a duty of care to protect workers, volunteers and visitors which includes those working alone.Everyone has a responsibility to take reasonable care of themselves and others. Everyone should co-operate with safety measures established by the Parish.Contractors are responsible for their health and safety arrangements. However, the Parish must tell them if there will be no one available on site for some or all of their planned work period so they can factor this into their arrangements.  |
| **Working Alone** |
| Within the parish, there will be members of the clergy, Parish members, volunteers and visitors working on their own. The situations within which they are working and the tasks being undertaken will vary; examples include office work, visiting people out in the community, cleaning, flower arranging, undertaking maintenance work on parish premises or gardening work in parish grounds or graveyards.The main risks are injury or trauma from slips, trips and falls, working at a height, sitting incorrectly and/or for long periods without taking a break, attack by others. The consequences of any injury or trauma can be greatly increased if lone workers cannot alert anyone else at the time or for a long period after the event.Everyone’s safety as a person alone on the church site has to be considered and actions taken to minimise, if not avoid the risk of lone working. |
| **Practical Steps for you** |
| * Try not to be alone unless it is necessary.
* Don’t work alone if you don’t feel comfortable about it.
* Understand your task and what to do if something goes wrong.
* Don’t do anything that might put you in harm’s way.
* Establish ‘check in’ arrangements with someone so the alarm can be raised if necessary. If possible, carry a mobile with a fully charged battery or be close to a landline.
* Know who to call in an emergency.
* If necessary, lock the door to prevent strangers coming in whilst you are on your own.
* Ask if you are not sure.
* Be aware of the fire escape routes in church, office and hall and what to do in the case of a fire:  *be able to get out safely, to alert someone about the fire (i.e., call 999), and do not tackle fire unless you are certain it is safe to do so.*
* Check where the First Aid kits are in the church, office and hall. Report any accidents to the office staff, so that any necessary action can be undertaken. There is an accident book with the First Aid kits.
* Read the risk assessment for your activity and follow the guidance to minimise risks
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| *This guidance has been adapted from the SafetyToolbox Limited guidance(06/12/2018)*Written by Rosemary Oakley, Health and Safety representative, St Catherine, Penrith with Chapel of St Wulstan, Alston. Date…24th February 2020Guidance No:02/2018/lone working ,updated February 2023 |