**WORKING ALONE**

**To ensure the health, safety and welfare of workers and volunteers while working alone and /or outside conventional hours, at a Parish complex.**

* Worker/Volunteers are aware of responsibilities?
* Adequate lighting?
* Security lighting?
* Parking near workplace?
* Phone / Cell phone available at all times in case of accident, illness or emergency?
* Emergency numbers clearly displayed?
* First Aid Kit on site?
* Place the furniture in the office so that the staff member or volunteer faces the door, if practicable.
* Lock the door if working at night.

The worker/volunteer must:

* Schedule higher risk tasks when another worker is present and capable of helping in an emergency e.g. working at height, operating machinery.
* Let someone know where they are and how long they should be.
* A cell phone must be carried.

List other considerations particular to the work place:

**Violence /Robbery**

The first concern should be for your **own safety**.

Remain calm.

Co-operate – give the offender what they want. Life is more important than money.

Dial 111

Date:

Next Update: