



YES

<ul style="list-style-type: none"> ✓ Work around others if possible ✓ Work at similar times each week ✓ Always lock the door 	<ul style="list-style-type: none"> ✓ Stay where you feel safe ✓ Phone David / Pam / Police if you feel unsafe at any time ✓ Phone David or Pam if there are visitors to the church <p>David Brewster: 07751 888 241</p> <p>Pam Robinson: 07909 903 864</p> <p>Police: 999</p>	<ul style="list-style-type: none"> ✓ When travelling to and from church: - Be aware of your surroundings - Use offers of lifts when available
<ul style="list-style-type: none"> ✓ Wait until you are comfortable working alone ✓ Work with someone first for at least 3 sessions 	<ul style="list-style-type: none"> ✓ Let us know if you have a medical condition that may make you vulnerable ✓ Keep medication with you 	<ul style="list-style-type: none"> ✓ Keep a mobile phone on your person at all times e.g. in a pocket ✓ If you don't have a mobile, borrow ours from the kitchen
<ul style="list-style-type: none"> ✓ Ask questions ✓ Ask if training is available 	<ul style="list-style-type: none"> ✓ Report all broken equipment and incidents to our Health and Safety officer: <p>Mark Rushton 07969 779 043</p>	<ul style="list-style-type: none"> ✓ Record all accidents in the accident book (in kitchen)

NO

<ul style="list-style-type: none"> X Work alone if under 18 years old 	<ul style="list-style-type: none"> X Bolt the door or leave the key in the lock - we can't get in to help you 	<ul style="list-style-type: none"> X Go anywhere you feel unsafe
<ul style="list-style-type: none"> X Open the door to people you are not expecting 	<ul style="list-style-type: none"> X Move or lift heavy items on your own 	<ul style="list-style-type: none"> X Handle cash on your own

The above is based on our detailed "Lone Working Risk Assessment – January 2014". Please ask if you would like to read it