



# **St Anne with Holy Trinity, Brondesbury**

*Confidently sharing the love of Christ*

**Policy Number: 14**

**Policy Title: Sole Worker Policy**

**Last reviewed: 2019 Adopted by PCC November 2022**

When at all possible staff are advised to not work alone in the building.

Volunteers should never be alone in the building.

We recognise however that some roles mean that a staff member or group leader may be in the building alone to fulfil their role.

**In the case of being a Sole worker in the building; within the terms of parameters of the Health and Safety Policy the following should be adhered to.**

1. Ensure that either the Vicar, or another person, knows you are working alone.
2. Always keep your mobile phone with you and easily accessible.
3. The carpark door will be locked, and doorbell sign on when building is open and less than two members of staff are on site.
4. When working alone, only admit visitors you are expecting or are known to you; and who have reason to be in the building.
5. When conducting pastoral interviews onsite alone use the use the seating area in the rotunda which is more visible and less out of the way.
6. Do not use the lift when you are alone in the building.