



KEEP SAFE
KEEP WELL

WORKING ALONE

As a general principle, it is recommended that two or more people are present at any time when a church, office, hall or other building is open. However, it is recognised that this is not always practically possible, and that clergy, staff and volunteers may, at times, be the sole occupant of a building.

The following guidelines and suggestions are intended to be a starting point for ministry units to consider, adopt where possible, and adapt where necessary, to their own particular circumstances.

The H&S Working Group is available to provide advice, and the Diocesan Property Manager is available to make site visits and assist with practical recommendations if required.

Entering and leaving buildings

- Try to park in an open, public area; well-lit at night time.
- Consider installing external sensor / timer lighting in church parking areas.
- Carry a torch at night.
- Take care to shield while entering any door access codes.
- Ensure that no unauthorised persons enters the building.
- Have a charged cell phone available in case of emergency.
- Be ready to disarm / arm any internal security alarms, and have the telephone number of the alarm monitoring company clearly displayed at the alarm panel in case of problems (where appropriate).
- Turn on internal lights at night.

Locking or unlocking buildings before or after public access

- Have a defined procedure for checking that no one unexpected is present in the building before locking up.
- Have a charged cell phone available in case of emergency.
- Carry a torch at night.
- Consider carrying a panic alarm, possibly connected to a security alarm where possible.
- If anyone becomes aggressive or threatening when asked to leave or when entering a building, do not approach, confront or engage with them beyond asking them politely to leave. Retreat to a safe distance, and seek immediate assistance, either by a pre-arranged procedure or by dialling 111 for Police.
- Consider installing CCTV where appropriate.

Working alone

- Lock all external doors, and consider locking internal doors if appropriate.
- Always ensure that emergency exit routes are clearly marked and easily accessible.
- Consider arranging internal spaces in such a way that people cannot enter without being seen.
- Have a contact person available by phone, and have them check in with you from time to time.
- Be sure not to undertake any activity which could result in injury while you are alone in the building.

Contact Us

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