

# THE PARISH OF ST. GEORGE'S WORCESTER

<b>PERSONAL SAFETY AND SECURITY Ref. No. 09</b>	
<b>Hazards associated with this activity</b>	
<p>Physical / verbal abuse Lone working</p>	<p>Theft / robbery</p>
<b>Control Measures</b>	
<p>Sensible precautions are in place for those people whose personal safety is most likely to be at risk (eg parish priest at night/making visits to private premises or volunteer cleaner during the day).</p> <p>The clergy team advise the parish office when visiting a person in their home or carrying out other parish business.</p> <p>Meetings are arranged on parish property whenever possible.</p> <p>The church building is locked at all times unless a responsible person is present ( usually in the parish office).</p> <p>When keeping the building open when unoccupied, we have considered:</p> <ul style="list-style-type: none"> <li>• Locking the building at night.</li> <li>• Storing small valuable items in a locked room or cupboard.</li> <li>• Displaying wooden or base metal altar ware &amp; keeping the originals locked away until required for services &amp; events.</li> <li>• Discreet chaining to the wall or floor of valuable artefacts.</li> <li>• Keeping keys in a good quality key safe &amp; restrict access to a small number of parishioners.</li> <li>• Keeping areas locked like the sacristy, cellar areas, boiler rooms, tower &amp; presbytery.</li> <li>• Photographing artefacts &amp; keeping an inventory in case of loss.</li> <li>• Using traceable security devices such as using 'Smart Water' on valuable items.</li> <li>• Keeping exterior areas well lit &amp; easy to see from neighbouring properties.</li> </ul> <p>Premises access keys &amp; security keys (e.g. cash safe) are well controlled &amp; restricted to essential volunteers/employees.</p> <p>Safeguards are in place to prevent personal injury to people handling money.</p> <p>Cash &amp; collections are banked regularly to keep the amount held on site to the minimum.</p> <p>Money is kept in an insurance approved cash safe.</p> <p>Areas where people could hide due to building layout or shrub/tree growth are kept to a minimum.</p>	<p>CCTV facilities are fitted to view relevant areas.</p> <p>External security lights are fitted sufficient to identify night-time visitors &amp; cover secluded areas.</p> <p>Access to private accommodation such as the presbytery, is secure both from the outside &amp; via the place of worship.</p> <p>Ladders &amp; garden tools are securely locked away.</p> <p>All accessible doors &amp; windows whether for normal access/egress or for emergency exit use are fitted with quality hinges, bolts and locks.</p> <p>The alter area is secured by personal movement sensors.</p> <p>Spy hole is fitted to external parish office door to identify visitors before allowing entry.</p> <p>Perimeter security fences &amp; walls are in good order and are inspected on a regular basis.</p>

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Personal safety & security – continuation sheet		
Further considerations	Responsibility & target date	
Develop a Personal Security Safe System of Work document	Co-Ordinator June 2017	
Groups/people affected:		
Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people	Signed: Print: J STEVENSON	Date: JAN 2017
Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)	Signed: Print: FATHER BRYAN	Date: JAN 2017