

## Information For Volunteers and Those Working Alone

---

**Introduction** - This leaflet has been written to provide information and guidance to volunteers working alone in our church. Please ensure you feel happy and capable to undertake the work you have offered to do. If you intend to work alone, please bring your mobile phone with you in case of an emergency. You might also like to let a family member or friend know where you are working and how long you will be. Please note that you are asked to **avoid** working on your own whenever possible.

**First Aid Kit** - The green First Aid Kit is kept in the kitchen window in the church hall.

**Accident reporting** - Any accident, however small, should be recorded in the Accident Book and the office informed. The Accident Book is kept in a red plastic folder next to the green First Aid box in the kitchen window.

**Fire** - In the event of a fire that is bigger than a waste paper bin, you should leave the building and call 999. If the fire is smaller than a waste paper bin and you feel able to, use the correct fire extinguisher to try and put it out. If you are unsure, leave the building and call 999.

**Fire extinguishers** - Please familiarise yourself with the fire extinguisher types we have and their location:

**Water extinguishers** - Used on paper, wood, coal, cardboard and other solid fuel fires.

**CO2 extinguishers** - Used on flammable liquids and electrical fires.

Narthex - 1 x water

Right confessional - 1 x CO2 & 1 x fire blanket

Hall - 1 x water and 1 x CO2 either side of rear fire exit

Kitchen - 1 x fire blanket & 1 x CO2

Sacristy - 1 x water just inside door from the church, 1 x CO2 to the left of the door into the presbytery

**Escape route** - You should always ensure you can evacuate the premises quickly and easily if you need to. When working in the church, make sure the door by Our Lady's Altar is unlocked so that you have a means of escape in the event of an emergency. Please familiarise yourself with how to exit the building through this door and via the patio.

**Unwelcome visitors** - Be aware that when the front door or rear doors of the church are unlocked, anyone can gain entry. Should you wish, you have permission to bolt the front door and ensure the back doors are locked for your own safety whilst you are working alone.

**Stay safe!** - Thank you for volunteering your services; your help is greatly valued and much appreciated. Please remember that St George's policy is to avoid working alone whenever possible.