

Barnsley Circuit Risk Assessment

Activity:	Lone Working - Volunteers			Page 1 of	3
Address:	Emmanuel Methodist Church, Huddersfield Rd, Barnsley S75 1DT			Sep-26	Date of next review: Sep-27

This is a risk assessment for Lone Workers (Volunteers) - that can be described as someone who is the only person on the premises within our chapels (eg: the person doing the flowers, cleaner, caretaker) or someone who is alone on a different floor as some of our chapels are multi-story & large

Questions for review:-	Who could be harmed (& how)?	What are the control measures?	What further actions are required or information?	Action by whom?	Action by when?	Date done
Is it necessary for the individual to work alone?	Volunteers - namely cleaners, flower person, maintenance, putting out tables & chairs, locking up stewards etc..	Lone Worker Policy	review if any incidents and / or annually	Chapel members	asap	
Does the workplace or task present a specific risk to lone workers?	Volunteers - slips, falls, intruders, accidents	Property checks	review if any incidents and / or annually	Property Stewards or Chapel members	asap	
Is there a safe means of entry & exit?	Volunteers - fire	Property checks - Fire Risk Assessment	review if any incidents and / or annually	Property Stewards or Chapel members	asap	
Is there any cash or valuables on the premises?	Volunteers - theft	Any cash or valuables to be locked away		Property Stewards, Treasurer / Banker or Chapel members	asap	
Do lone workers have knowledge of the hazards and risks to which they are possibly being exposed?	Volunteers - slips, falls, intruders, accidents	Lone Worker Policy	review if any incidents and / or annually	Chapel members	asap	
Do lone workers know what to do if something goes wrong?	Volunteers - being alone & in a situation and unsure what to do	Emergency contact numbers poster	review & alter when numbers change & / or review annually	Property Stewards or Chapel members	asap	
Does someone else know the whereabouts of the lone workers and what they are doing?	Volunteers - others not knowing where the lone worker is or when they will return	Lone workers to ensure they tell someone where they are, & when they will be back		Chapel members	asap	
Are there adequate channels of communication in an emergency?	Volunteers - being alone & in a situation and unsure what to do	Emergency contact numbers poster	review & alter when numbers change & / or review annually	Property Stewards or chapel members	asap	
Is the person medically fit and suitable to work alone?	Volunteers - not being able to call the emergency services or deal with an emergency	Chapels to ensure lone workers are fit & well (& confident)	review if any incidents or illnesses and / or annually	Pastoral stewards or Chapel members	asap	
Is there a risk of violence?	Volunteers - theft, intruders, assault	Property checks, good safeguarding records & communication with the safeguarding officer	review if any incidents and / or annually	Chapel members	asap	
Is anyone especially at risk if they work alone?	Volunteers - theft, intruders, assault	Property checks, good safeguarding records & communication with the safeguarding officer	review if any incidents and / or annually	Chapel members	asap	
Is any known risk attached to a home visit?	Volunteers - assault	Good safeguarding records & communication with the safeguarding officer	review if any incidents and / or annually	Chapel members	asap	
Has an alternative to a home visit been considered?	Volunteers - assault, feeling uncomfortable or in a dangerous position	Volunteers (pastoral visitors) to discuss with the minister	review if any incidents and / or annually	Chapel members	asap	
Has safe travelling between appointments been arranged?	Volunteers - car accident	Volunteers (pastoral visitors) to be realistic about what they can do & use common sense	review if any incidents and / or annually	Chapel members	asap	
Have reporting and recording arrangements been made where appropriate?	Volunteers - records not updated & incidents occurring due to lack of up to date information	Good safeguarding records & communication with the safeguarding officer	review if any incidents occur and / or annually	Chapel members	asap	

We confirm that this *Risk Assessment* has been discussed with the relevant people (safeguarding officers, ministers & worship stewards) & shall be circulated to all those involved.

Name: Vicky Atkins

Signed:

(On Behalf of the Circuit) **Date:**

17th Sept 2026

We confirm that we are aware of this risk assessment and will take all reasonable care not to endanger myself and others.

NAME	SIGNATURE	DATE
Approved at 17th September 2026 Circuit Meeting		

APPENDIX A – Hospital location and contact details

Address: Barnsley General Hospital, Gawber Road, Barnsley S75 2EP

Phone: Tel: 01226 730000

Please inform a chapel Representative of any incident or accident – accidents must be recorded in the accident book, located in the first aid kit

APPENDIX B – Emergency services contact details

Emergency Details – emergency services can be contacted by dialling 999 or 112 from a mobile

Contact Details	Rev Vicky Atkins	Superintendent	tel: 07356 276667	superintendentbarnsley@gmail.com
	Rev Michelle Deans	Minister	tel: 07828 990487	revmichelledeans@outlook.com
	Rev Lyn Gregg	Minister	tel: 01226 663057	lyn.gregg@methodist.org.uk
	Deacon Mark Attwood	Deacon	tel: 07469 805482	mark@thecairn.me.uk
	Alison Padgett	Circuit & NW Safeguarding Officer	tel: 07930 561210	alison@padgettatoz.co.uk
	Karen Houghton	NE Safeguarding Officer	tel: 0770 2590130	karenhou@hotmail.co.uk
	Hilary Simmons	South Safeguarding Officer	n/a	fairfielder463@gmail.com

Fire	Barnsley Fire Station, 56 Broadway Barnsley, S70 6QZ, General Enquiries: 0114 272 7202	South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG, tel: 0114 272 7202
Ambulance	Yorkshire Ambulance Service, 13 Industry Rd, Barnsley S71 3PQ, tel: 0845 124 1241	Barnsley District General Hospital, Gawber Road, Barnsley, S75 2EP, tel: 01226 730000
	Dial 101 for medical non-emergencies or other non-urgent issues	
Police	Commerce House Police Station, Westgate, Barnsley S70 2DJ, tel: 0114 219 6905	South Yorkshire Police Headquarters, Carbrook House, Carbrook Hall Rd, Sheffield S9 2EG, tel: 0114 219 6905

Locations of First Aid Kit	First Aid Kits and Bandages are located in the chapels & are clearly marked.
Location of Fire Extinguishers and Fire Blankets	Fire extinguishers are mounted on the walls throughout the building. Fire blankets are mounted on the walls in the kitchen/s.
Location of Muster Point	The Muster Point (emergency assembly point) is outside & away from the chapel
Environmental Emergency	Substances hazardous to health or unknown substances are not allowed in the building

