

## **1. General Statement of Policy**

- 1.1. The purpose of this document is to cover the areas of Health and Safety that are encountered in the day to day running of the church and its associated properties. It should be used as a reference document for those involved with managing health and safety within church.
- 1.2. This document must be read, understood and implemented by all of the Church Charity Trustees including all newly appointed trustees. It must also be understood by all employees, Key holders and stewards who assist with the running of the building.

## **2. Responsibilities for Health and Safety**

- 2.1. Overall responsibility for health and safety is that of the Trustee with oversight of Facilities.
- 2.2. The identified roles for health & safety within the church are:
  - 2.2.1. Health & Safety Officer;
  - 2.2.2. Employees (staff team incl volunteers);
  - 2.2.3. Stewards – who fulfil the role of fire warden;
  - 2.2.4. Key holders;
  - 2.2.5. First aiders.
- 2.3. The Trustee with oversight of Facilities will be responsible for:
  - 2.3.1. Ensuring that the church complies with its legal responsibilities for health & safety;
  - 2.3.2. Ensuring that accurate up to date records are maintained and available;
  - 2.3.3. Reporting any risks to the board of trustees.
- 2.4. The treasurer will be responsible for ensuring that the appropriate insurance is in place to cover the church's liability in the event of an incident
- 2.5. The church's Health and Safety Officer shall be a named individual, who will report to the Trustee with oversight of Facilities. The Health and Safety Officer will:
  - 2.5.1. Be familiar with the Health and Safety Regulations as far as they concern church premises; and make sure that they are observed
  - 2.5.2. Ensure that all risk assessments are completed, documented and available for inspection;
  - 2.5.3. Bring to the attention of the Trustee with oversight of Facilities any identified risks, agree and then oversee the implementation of an appropriate action plan.
- 2.6. The responsibilities of employees shall be to:
  - 2.6.1. Comply with safety rules, operating instructions and working procedures
  - 2.6.2. Report any fault or defect in equipment immediately to the Health and Safety Officer
  - 2.6.3. Report all accidents (however minor), injuries or potential safety hazards as soon as possible
- 2.7. The responsibilities of stewards are to act as fire wardens, with responsibility to:
  - 2.7.1. Raise the alarm and call 999 in the event of a fire;
  - 2.7.2. Give priority to assisting all elderly, infirm or disabled people present to be safely evacuated from the premises when required to evacuate;
  - 2.7.3. Ensuring that the premises have been safely evacuated if safe to do so;

- 2.7.4. Be trained to reset the alarm and electrical consumer unit when safe to do so;
- 2.7.5. Using the provided fire equipment to fight the fire only when safe to do so.
- 2.8. The responsibilities of Key holders shall be to:
  - 2.8.1. Act as fire wardens in the event of a fire or alarm;
  - 2.8.2. Open the premises and ensure it is safe to use for their group;
  - 2.8.3. Ensure the premises are left in a safe state at the end of their event, with the premises being locked and secure.
- 2.9. The responsibilities of first aiders shall be to:
  - 2.9.1. Use the first aid kit to administer first aid when required;
  - 2.9.2. Call 999 for an ambulance, or authorise a nominated person to do so, if the incident so requires.

### 3. Accidents and First Aid

- 3.1. The Church will ensure that:
  - 3.1.1. A First Aid box is provided, located;
    - 3.1.1.1. For the main church in the top Kitchen Cupboard (second from the door)
    - 3.1.1.2. For 13 Gressingham Walk in the **xxxxxx**
  - 3.1.2. An accident book is located with the First Aid Kit. All accidents (however minor) must be reported in the accident book.
  - 3.1.3. All first aiders have undergone refresher training and have current first aid certification.
- 3.2. The first aid box and accident book will be inspected at regular intervals by an appointed nominee. Any missing items are to be replaced and any reports requiring action to be notified to the Trustee with oversight of Facilities.

### 4. General Fire Safety

- 4.1. The Church will ensure that:
  - 4.1.1. All stewards and Key holders undergo a fire warden training session to be aware of fire procedures and know what to do in the event of a fire.
  - 4.1.2. A formal fire risk assessment is carried out on an annual basis, with all records documented and available for inspection.
  - 4.1.3. A weekly visual inspection of the main church will be carried out by the Health & Safety Officer, or the Trustee with oversight of Facilities, or agreed deputy prior to the main Sunday service.
  - 4.1.4. Tests of fire alarms, smoke & heat detectors and emergency lighting are carried out on an agreed frequency, with all records documented and available for inspection. An annual maintenance inspection will be carried out by a reputable contractor with records documented and available for inspection.
  - 4.1.5. Reasonable firefighting equipment will be provided in the form of fire extinguishers and blankets in the kitchens. An annual maintenance inspection will be carried out and records documented and available for inspection.
  - 4.1.6. Regular checks are carried out of all firefighting equipment, fire alarms and exits and that there is an annual maintenance contract in place with a reputable company.
  - 4.1.7. Fire exits will be clearly marked and kept clear to allow people to exit the building safely.
- 4.2. If a fire is discovered (no matter how small) the following procedure will be followed:

- 4.2.1. Raise the alarm.
- 4.2.2. Telephone 999.
- 4.2.3. If safe to do so, check the building for occupants and if possible attack the fire with equipment provided.
- 4.2.4. If this is not possible leave the building by the nearest fire exit. The general rule is People before Property.
- 4.2.5. Ensure clear access for the emergency vehicles.

## **5. Electrical Safety**

- 5.1. The Church will ensure that:
  - 5.1.1. At regular intervals, plugs, cables and sockets are visually inspected to ensure that there are no loose connections, worn flexes or trailing leads.
  - 5.1.2. Access to the consumer board is available to reset breakers in the event of a circuit tripping. If the breaker cannot be reset, the Health & Safety Officer will be immediately informed.
  - 5.1.3. All electrical appliances are checked by a competent PAT testing engineer on an agreed frequency not exceeding 3-year intervals.

## **6. Gas Equipment Safety**

- 6.1. The Church will ensure that:
  - 6.1.1. Gas boilers and other gas equipment to be maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer. Any necessary work required for safety is to be implemented immediately.

## **7. Hazardous Substances**

- 7.1. Storage
  - 7.1.1. Where hazardous materials must be used, these substances are locked away in the cellar and only used by persons with appropriate training/experience.
  - 7.1.2. Chemicals including cleaning fluids and garden chemicals that are used in the church must be securely locked away in the cellar. This excludes polishes and non-toxic cleaning materials, soaps and washing-up liquids which can be found under the kitchen sink or in the cleaner's cupboard.

## **8. Lighting**

- 8.1. In order to ensure that the Church is adequately lit, regular inspections will be carried out ensuring that all lights are working and replaced as necessary.
- 8.2. Emergency lighting will be tested at agreed intervals

## **9. Food Hygiene**

- 9.1. Food prepared off-site may be brought onto the premises for specific activities and consumed at people's own risk.
- 9.2. Perishable items brought onto site for immediate consumption must be stored in the fridge and removed/destroyed immediately after the event.
- 9.3. The church premises are large enough to ensure that food can be handled safely, with adequate ventilation by an openable window or an extractor fan provided.
- 9.4. The person responsible for the event where food is served will ensure that the layout of the room will prevent cross-contamination of ready-to-eat products by bacteria from raw foods. Consideration will be given to the flow of food items

around the kitchen, including raw/uncooked, refrigerated, frozen and cooked food, and to where waste containers are located, and washing up takes place to avoid inadvertent contamination of food.

- 9.5. A separate wash hand basin is provided in the main church premises with a separate double-bowl sink provided for washing up. Hot and cold running water, soap and clean towels are provided, and the wash hand basins is located close to the entrance to ensure people can wash their hands before walking too far into the food preparation space.

## **10. Contractors**

- 10.1. Anyone entering the Church for the purpose of carrying out work, other than an employee or voluntary worker of the Church, will be regarded as a contractor. All contractors, including the self-employed must abide by the following:
  - 10.1.1. Have their own health and safety policy (where required by law) and be able to provide a copy of this and/or risk assessments/method statements where appropriate.
  - 10.1.2. Produce evidence that they have appropriate public and employer's liability insurance in place.
  - 10.1.3. Comply with all requirements of this health and safety policy and cooperate with the church officials in providing a safe place of work and a safe system of operation.
  - 10.1.4. Where plant and machinery is brought onto the Church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure it's safe operation.