



Pixmore Way,  
LETCWORTH GARDEN CITY  
Hertfordshire  
SG6 1QT

# HEALTH AND SAFETY POLICY

HELPING TO CREATE A SAFE PLACE WHERE PEOPLE  
CAN WORSHIP, LEARN AND PLAY.

THE ORIGINAL, SIGNED COPY OF THIS DOCUMENT IS TO BE  
KEPT IN THE CHURCH OFFICE AND IS NOT TO BE  
REMOVED.

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MAINTAIN FORMATTING

This is the 4<sup>th</sup> Edition of St. Paul's Health and Safety policy and was approved in SEPTEMBER 2016. This policy is reviewed every two years, in line with the change of churchwardens. An earlier review may be initiated in response to a substantive incident, following findings at a routine Health and Safety audit, or if necessitated by a significant change to the church's activities or legislation. If, on review, it is not necessary to update the document the Chairman of the Parochial Church Council will sign and date Attachment 3. The current post holders and people with detailed responsibilities are listed in Attachment 1 at the end of this document. These names can be updated without changing the policy.

## **NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS**

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and overall arrangements for health and safety.

## **INTRODUCTION**

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

## **INDEX**

Section A	General Statement of Policy
Section B	Organisation and Responsibilities
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Appendices	Individual policies of church organisations
Attachments	Review dates, list of current post holders and coordinators and maintenance contractors.

First Edition	November 2006
Second Edition	September 2007
Third Edition	November 2014
Fourth Edition	September 2016

## SECTION A

### GENERAL STATEMENT OF POLICY

Our policy, as far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The policy and the way in which it is operated will be reviewed by Health and Safety Committee once a year and the appropriate changes incorporated.

In order to ensure that health and safety matters are kept constantly under review, a report on health and safety will be presented annually to the Parochial Church Council.

Employees and voluntary workers will be consulted on a regular basis by the Health and Safety Officer in order to seek their views on health and safety matters.

Vicar .....

Date .....

This Edition of the Health and Safety Policy Document  
is due for review on or before

Date 30<sup>th</sup> September 2018

## SECTION B

### ORGANISATION AND RESPONSIBILITIES

#### 1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the vicar who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice. Specific responsibilities will be delegated to church personnel. As new projects emerge and coordinators change, the names of responsible persons will be notified and the list amended accordingly. This will not change this policy.

#### 2. Responsibility of the Churchwardens

Responsibility for the day-to-day implementation of the arrangements outlined in this policy is that of the Churchwardens, in conjunction with the Health and Safety Officer.

#### 3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

#### 4. Responsibility of the Health and Safety Officer

The Health and Safety Officer, in conjunction with the Churchwardens, has the responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary. As part of this joint responsibility with the Churchwardens, the Health and Safety Officer will:

- 4.1 Be familiar with Health and Safety Regulations as far as they concern church premises.
- 4.2 Be familiar with the health and safety policy and arrangements and ensure they are observed.
- 4.3 Ensure, so far as is reasonably practicable, that safe systems of work are in place.
- 4.4 Ensure that the church is clean and tidy.
- 4.5 Ensure the churchyard is properly maintained including the safety of trees and that grass is kept cut.
- 4.6 Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- 4.7 Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- 4.8 Ensure that adequate access and egress is maintained.
- 4.9 Ensure adequate fire fighting equipment is available and maintained.

In order effectively to fulfil these requirements, the Health and Safety Officer will carry out a quarterly audit, the coverage of which will be agreed with the Churchwardens, and the outcome of which will be reported to them. The Health and Safety Officer will meet with the Churchwardens twice a year and attend meetings of church groups periodically, prioritising visits to those groups where health and safety issues have arisen or are most likely to arise.

The Health and Safety Officer will also prepare and deliver an annual report to the PCC, in which will be summarised, *inter alia*, any accidents that have been reported, specific action that has been necessitated, or that has been taken on his/her own initiative and any other matters of concern.

## 5. Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises. A copy of this Policy Document will be provided (either in paper form or electronically as appropriate) to all Responsible Persons to assist them in its dissemination and implementation.

Employees and voluntary workers must therefore

- 5.1 Comply with safety rules, operating instructions and working procedures.
- 5.2 Use protective clothing and equipment when it is required.
- 5.3 Report any fault or defect in equipment immediately to the appropriate person.
- 5.4 Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- 5.5 Not misuse anything provided in the interests of health and safety.

## 6. Responsible Persons

Those having responsibility for implementing this Health and Safety Policy are listed in Attachment 1.

The Vicar, Churchwardens and Health and Safety Officer have general responsibility.

The other persons named in Attachment 1 have responsibility for the implementation of the Policy in their specific organisations, activities or areas as indicated there.

Please note that the term “responsible person” is used in a different way for church evacuation and is defined for that purpose in the footnote to Section C, paragraph 2.2 on page 9 of this Policy Document.

## SECTION C

### ARRANGEMENTS

#### 1. Arrangements for reporting accidents and incidents

All accidents and incidents must be recorded in the accident books provided.

Accident books have been provided as follows: Toddler Plus, John and Jo Cruse Luncheon Club, Church Office, Young People's Groups, the church, the main church hall and the upper hall.

The church accident book is located in the vestry with the first aid box.

The main church hall accident book is located by the health and safety notice board located at the back of the main hall for use by hirers of the hall.

The upper hall accident book is located with the first aid kit in the marked cupboard in the kitchenette.

Health and safety guidelines will be issued to hirers detailing their responsibilities for health and safety and for reporting accidents and incidents while using the hall (see Appendix 1).

The accident books contain a tear-out form, which, on completion, should be handed in to the church office together with any witness statements. This should be done no later than 24 hours after the form has been completed.

The church office will notify the Health and Safety Officer and church wardens on receipt of a form for any appropriate action.

Accident books will be reviewed by the Health and Safety Officer during each quarterly audit, and any concerns reported to the church wardens.

#### 2. General fire and safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005.

In order to achieve this, we undertake the following:

- A fire risk assessment for the church and church hall.
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting.

- To provide reasonable fire fighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that the fire fighting equipment is in place and is serviceable and that there is an annual maintenance contract in place with a reputable company.

## 2.1 Fire extinguishers and other fire protection equipment

Fire extinguisher and other fire protection equipment locations are listed below. The extinguishers are checked every 3 months by the Responsible Person to ensure that they are still in place and that they have not been discharged. The extinguishers are checked annually under the terms of the maintenance contact. The company carrying out these checks is listed in Attachment 2.

### Fire extinguishers

Building	Location	Type of extinguisher	Capacity
Church	Inside main (porch) door	CO <sub>2</sub>	2 Kg
Church	Inside main (porch) door	Water	6 l
Church	Inside south (pulpit) door	CO <sub>2</sub>	2 Kg
Church	Inside south (pulpit) door	Water	6 l
Church Hall	Inside main door	Water	6 l
Church Hall	Inside kitchen door	CO <sub>2</sub>	2 Kg
Church Hall	Inside fire exit by Beacon Room door	Water	6 l
Church Hall	Rear of stage	Water	6 l
Church Hall	Rear of stage	CO <sub>2</sub>	2 Kg
Church Hall	Upper hall, inside main door	Water	6 l
Church Hall	Upper hall, inside main door	CO <sub>2</sub>	2 Kg
Church Hall	Inside external door of Youth Room	Water	6 l
Church Hall	Church office	Water	6 l
Church Hall	Church office	CO <sub>2</sub>	2 Kg
Church Hall	Blue Room	Water	6 l
Church Hall	Blue Room	CO <sub>2</sub>	2 Kg

### Other fire protection equipment

Building	Location	Type of equipment
Church	adjacent to fire extinguishers	2 Fire Blankets
Church Hall	Kitchen	2 Fire Blankets
Church Hall	Kitchen	Warning horn
Church Hall	Rear of Stage	Fire Blanket
Church Hall	Upper Hall	Warning horn



## 2.2 Church evacuation procedure

The procedures for evacuation and stewarding are as follows.

### **PREPARATION**

- 1) Appoint a responsible person to take charge with an appropriate number of stewards.
- 2) Ensure that the responsible person has a mobile phone available.
- 3) Ensure that all doors are unlocked for larger congregations. (This is not required for smaller numbers as an emergency key is located by the south (pulpit) door).
- 4) Check that all exits are clear of obstructions inside and out.
- 5) Identify vulnerable people and consider a strategy for their evacuation.
- 6) Emergency lighting torches are kept in a marked cupboard in the vestry (through the door next to the organ).
- 7) Fire extinguishers are located by the south (pulpit) door and by the main door.
- 8) It is not considered necessary to make a formal evacuation procedure announcement at the start of a service.

### **EVACUATION PROCEDURE**

- 1) The evacuation warning will be given by the person leading the service.
- 2) The responsible person will supervise the evacuation through appropriate exits dictated by the location of the fire or other hazard.
- 3) The responsible person will nominate someone to call the emergency services on a mobile phone.
- 4) The stewards will direct the evacuation ensuring that support is given to vulnerable people.
- 5) The assembly point is the grassed area opposite the main entrance to the Church.
- 6) The roadways must be left clear for emergency access.
- 7) Clearing the building and its environs is the first priority.
- 8) If it is safe to do so, the source of a fire can be tackled using the appropriate extinguisher.

### **NOTE**

For regular services the “responsible person” is the duty warden and the “stewards” are the sidesmen. For other services the “responsible person” is the verger.

Evacuation procedures for the hall are the responsibility of individual hall users.

## 2.3 Evacuation drills

After careful risk assessment it is not considered necessary to carry out evacuation drills for the church building. Evacuation drills for the hall are the responsibility of individual hall users.

## 2.4 What to do if you discover a fire in the church. (This is displayed in the church porch)

- Immediately raise the alarm.
- Telephone the emergency services.
- Check the building for occupants.
- Evacuate the building using the nearest available exit or as directed by the stewards.
- **The assembly point is the grass area opposite the porch.**
- Ensure clear access is maintained for emergency services.

If possible attack the fire within your capabilities using the appropriate appliances provided, although not so as to risk your own personal safety.

## 2.5 What to do if you discover a fire in the church hall.

- Immediately raise the alarm, including use of the warning horns to alert users in other parts of the hall.
- Telephone the emergency services.
- Check the building for occupants.
- Evacuate the building using the nearest available exit or as directed by the responsible person present.
- **The assembly point is the grass area by the top car park;** a safe access route to the assembly point should be selected according to the location of the fire.
- Ensure clear access is maintained for emergency services.

If possible attack the fire within your capabilities using the appropriate appliances provided, although not so as to risk your own personal safety.

## 3. Electrical safety

3.1 A list of all portable electrical appliances owned by the church is maintained by the Churchwardens.

3.2 Every 3 MONTHS plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs that are needed will be reported to the Churchwardens for action.

- 3.3 Every 2 years all church portable electrical equipment will be tested by a competent contractor who is a member of the NECEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body to ensure that all appliances are safe. Any unsafe equipment will be disposed of.
- 3.4 Every 3 MONTHS a visual inspection of the fixed electrical equipment will be carried out by the Responsible Person. Any defects will be reported to the Churchwardens for action.
- 3.5 Every 5 YEARS the fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial action will be carried out.
- 3.6 At intervals of not more than 4 YEARS the church lightning conductor system will be examined and tested by a competent specialist firm of lightning conductor engineers.
- 3.7 It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- 3.8 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
  - 3.8.1 Visually check all electrical equipment before use.
  - 3.8.2 Report all faults immediately to the Responsible Person
  - 3.8.3 Do not attempt to use or repair faulty equipment.
  - 3.8.4 No electrical equipment is to be brought onto the premises and used until it has been tested by the competent contractor in section 3.3 and entered in the electrical equipment record.
  - 3.8.5 Electrical equipment should be switched off and disconnected when not in use for long periods.
  - 3.8.6 Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### 4. Gas equipment safety

Gas boilers and any other gas equipment are maintained and checked annually by the company in Attachment 2. Any necessary work required for safety is implemented immediately.

#### 5. Risk assessments

To meet our obligations under The Management of Health and Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005, risk assessments will be carried out on all areas of the premises at regular intervals by a Responsible Person. Separate risk assessments will be carried out for all special activities and events that carry additional risks. A written record of these risk assessments and the actions taken as a result, countersigned by two Responsible Persons, will be kept in the church office.

## 6. Safeguarding

St. Paul's has a statement of policy and procedures for the safeguarding of children and vulnerable adults.

## 7. Voluntary workers

Voluntary workers should use ladders only if a mobile work platform is deemed inappropriate or impossible and then, if possible, they should be accompanied, and/or use ladder ties. For their own safety, persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

## 8. Contractors

Anyone entering the church premises for the purposes 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:

- 8.1 Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- 8.2 Produce evidence they have appropriate public and employers liability insurance in place. A record of this evidence will be maintained.
- 8.3 Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- 8.4 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 its safe operation.
- 8.5 Contractors must only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractor.
- 8.6 All contractors will be given detailed instructions regarding the areas where they are permitted and the extent of the work they are authorised to undertake. See Appendix 1 for the Permit forms to be used.
- 8.7 A permit to work will be completed before works of a large scale commence. This will be at the discretion of the church wardens.

## 9. Smoking

Under the terms of the Smoke-free (Penalties and Discounted Amounts) Regulations 2007, smoking is not permitted in any part of the church or church hall.

APPENDIX 1a

St PAUL'S CHURCH, LETCHWORTH GARDEN CITY

WORK PERMIT No.

**Proposal of Work to be undertaken**

(This section to be completed by person responsible for carrying out the work)

Exact location of proposed work .....

Nature of work to be undertaken .....

.....

.....

Details of third party liability insurance has been provided

Any specific safety precautions or equipment to be used

.....

I have read the relevant sections of the St Paul's Church Health and Safety Policy

A. Signed ..... Name (Block Capitals) .....

Date ..... Position .....

Company/Contractor etc .....

**B. Agreement (To be completed by Church Official)**

The above work is authorised to take place at the following times and dates

between .....(time) .....(date)

and .....(time) .....(date)

Signed ..... Name (Block Capitals) .....

Date ..... Position .....

APPENDIX 1b

St PAUL'S CHURCH, LETCHWORTH GARDEN CITY

REGULAR WORK PERMIT No.

**Proposal of Work to be undertaken**

(This section to be completed by person responsible for carrying out the work)

Range of work to be undertaken .....

.....

.....

Details of third party liability insurance has been provided

Any specific safety precautions or equipment to be used

.....

I have read the relevant sections of the St Paul's Church Health and Safety Policy

A    Signed ..... Name (Block Capitals) .....

      Date ..... Position .....

      Company/Contractor etc .....

**B    Agreement (To be completed by Church Official)**

The above contractor is engaged to provide services between the following dates

from ..... to .....

(Period not to exceed one year)

Signed ..... Name (Block Capitals) .....

Date ..... Position .....

## APPENDIX 2

### CHURCH HALL HEALTH AND SAFETY GUIDANCE

**Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises.**

**It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.**

#### **ACCIDENTS**

Hirers of the St Paul's Church Hall are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located by the Health and Safety notice board.

**The following information should be recorded:-**

1. Name, address and telephone number of person(s) injured.
2. Exact time and place of the occurrence.
3. Detailed description of accident or incident, including a description of any apparatus or equipment involved.
4. Name, address and telephone number of any witness(es) to the accident.
5. Signed witness statements should be obtained if possible.

The hirer must notify the church office as soon as possible after the accident, but in any event within 24 hours. The tear-out slip is required to be held in the church office.

**Any apparatus or equipment involved must be retained for inspection.**

#### **HEALTH, HYGIENE AND FIRE REGULATIONS**

**The following notice is displayed in the kitchen and all points must be observed**

##### **Notice to all users**

We hope that you will continue to enjoy the facilities provided in St Paul's Church Hall. In order to comply with the increasingly stringent Health and Safety regulations, we would like to remind you of the following

1. The cooker must be cleaned of all spills and crumbs on the top and in the oven after use.
2. No perishable or out of date food should be left in the fridge.
3. Do not overfill the wheelie bins. If you have bulky rubbish (eg. Pizza boxes or fruit trays), or if the wheelie bins are full please take excess rubbish away for disposal.

## **IN CASE OF FIRE**

1. Immediately raise the alarm, including use of the warning horns to alert users in other parts of the hall.
2. Telephone the emergency services.
3. Check the building for occupants.
4. Evacuate the building using the nearest available exit or as directed by the responsible person present.
5. The assembly point is the grass area by the top car park; a safe access route to the assembly point should be selected according to the location of the fire.
6. Ensure clear access is maintained for emergency services.

If possible attack the fire within your capabilities using the appropriate appliances provided, although not so as to risk your own personal safety.

Thank you for your co-operation



## APPENDIX 3

### JO AND JOHN CRUSE LUNCHEON CLUB HEALTH AND SAFETY POLICY

It is agreed that the volunteers providing the lunches will comply with the church's General Statement of Policy (Health & Safety Policy, Section A) in all their dealings within the team and towards those coming to lunch.

In addition team members will as far as is reasonable carry out their duties with common sense. To engender the common sense approach certain members will undertake appropriate training in food hygiene and first aid. This will normally be the team leader with the training being "cascaded down" to members of the team.

Team leaders are responsible for implementing the preparation of food policy.

Health and safety will be an item on the agenda of all planning meetings when any improvements to and concerns for health and safety can be put in hand.

#### **SPECIFIC GROUP CONSIDERATIONS**

<b>Floor</b>	All spillages are wiped up immediately
<b>Heaters</b>	Keep all vents clear to ensure hall is maintained at an appropriate temperature.
<b>Furniture</b>	Tables and chairs should be clean and safe.
<b>Layout</b>	Furniture to be arranged to ensure free movement around the hall.
<b>Utilities</b>	Know the location of the main isolating switches and taps.
<b>First Aid</b>	There needs to be a qualified first aider on each team.
<b>Accidents</b>	All accidents must be recorded in the accident book and reported to a Church Warden. The accident book is located by the Health & Safety notice board.
<b>Entering/Exiting</b>	People transported by special bus will be supervised by the First Aider or driver. People transported by private drivers will be given help as necessary.
<b>Contact Numbers</b>	It is important to have contact phone numbers for use in an emergency. There will be a mobile phone always available for emergencies.
<b>Register</b>	All attendees should be signed in.

**Fire precautions** Exits are to be kept clear and free of furniture in the immediate vicinity.  
Kitchen external door and Lighthouse Lounge internal door must remain unlocked throughout the meeting.  
All team members should be clear on what to do in the event of a fire.  
While the priority is to evacuate, the team should be aware of location and use of fire extinguishers.

**Evacuation** Ring the emergency services.  
Exit via the main door if possible or if not via the Lighthouse Lounge or Emergency Exit.  
Special attention and assistance should be given by team members to the less mobile. A wheelchair is always available in the main hall.  
A team member will check the building is empty.  
A team member will check with the register to ensure everyone is accounted for.  
The assembly point is the Church Hall car park.

## **FOOD PREPARATION**

1. The team leader is responsible for food preparation and ensuring as far as is reasonable that the appropriate regulations governing the preparation and storage of foodstuffs are followed.
2. The team leader is responsible to ensure as far as is reasonable all food handlers receive adequate supervision, instruction and training.
3. The appropriate assessment of risks is to be carried out for the foods to be prepared.
4. Food stuffs will be prepared mainly on the worktops in the kitchen with some root vegetables prepared on a table in the hall.

**APPENDIX 4**  
**TODDLERS & BABIES PLUS**  
**HEALTH AND SAFETY POLICY**

Toddler Plus operates in compliance with the requirements of OFSTED. In addition the volunteers will comply with the church's General Statement of Policy (Health & Safety Policy, Section A). Health and safety will be an item on the agenda of all planning meetings when any improvements to and concerns for health and safety can be put in hand.

**SPECIFIC GROUP CONSIDERATIONS**

<b>Doorways</b>	Ensure that they are child safe. Ensure that the entrance door is secure.
<b>Floor</b>	Wipe up spillages immediately.
<b>Stage</b>	Ensure that access is securely blocked.
<b>Equipment</b>	Ensure that all equipment that is not in use is stored securely. Ensure that tables and chairs are well maintained and clean.
<b>Layout</b>	Ensure that there are well defined areas for babies to crawl safely and for wheeled toys to zoom around safely.
<b>Outdoor play</b>	Ensure that the area is secured from the road.
<b>Fire</b>	Exits must be kept clear and wheeled toys must not be kept near the exits. Helpers should be clear on the fire drill routine, evacuation notices are clearly displayed and timely announcements made. Fire extinguishers are located by the main door and in the kitchen.
<b>Evacuation</b>	A whistle shall be sounded. All carers to take own child outside via nearest available safe exit, leaving all possessions behind. Helpers to check toilets and give assistance where necessary. The assembly point is the grass area by the top car park..

<b>First aid</b>	Ensure that the first aid box is well stocked
<b>Accidents</b>	Ensure that there is a first aider available. If there is an injury ensure that an accident report form is completed. The accident book is located by the Health & Safety notice board.
<b>Poisonous substances</b>	Ensure that all poisonous substances, including cleaning materials, are securely locked away.
<b>Register</b>	Ensure that all parents/carers sign in and out and account for all the children that they brought.
<b>Toys</b>	Ensure that they are all cleaned regularly. Check all toys for safety. If broken either mend or throw away. Ensure that toys are applicable for the ages and stages of the children. Ensure that the toys are non toxic, constructed correctly, pieces are not too small and that all new toys carry the CE or kitemark.
<b>Safety mats</b>	Slides and climbing apparatus will be surrounded with mats to minimise risk of injury to children.
<b>Rugs and mats</b>	Ensure that all are secure on the floor and not causing a tripping hazard.
<b>Hot drinks</b>	Great care to be taken when carrying hot drinks. The kitchen is out of bounds to all children.
<b>Electricity</b>	Ensure that there are no trailing leads and that the equipment is safe.
<b>Toilets</b>	Ensure that they are kept clean. Provide baby changing mats and inform parents/carers on your policy for used nappies. Keep a supply of nappy sacks and plastic bags Use latex gloves for mopping up body fluids.

## APPENDIX 5

### CHILDREN & OTHER YOUNG PERSONS GROUPS

#### HEALTH AND SAFETY POLICY

All Young Person's groups will operate in compliance with the church's General Statement of Policy (Health & Safety Policy, Section A). All leaders and mature group members will reinforce and promote a common sense approach to all aspects of health & safety within the activities of the group. Health & Safety will be an item on the agenda of all planning meetings when any improvements to and concerns for Health & safety can be put in hand.

#### SPECIFIC GROUP CONSIDERATIONS

<b>Doorways</b>	Ensure that they are child safe if required. Ensure that the entrance door is secure.
<b>Stairs</b>	Ensure doors are closed and safety gates are in place.
<b>Floor</b>	Wipe up spillages immediately.
<b>Heaters</b>	Ensure all heater guards are in place, and that the room is warm enough.
<b>Stage</b>	If in use, ensure adequate adult supervision.
<b>Equipment</b>	Ensure that all equipment that is not in use is stored securely. Ensure that young people who are required to move or assemble equipment and furniture are supervised adequately. Ensure equipment is clean and safely maintained.
<b>Fire</b>	Exits must be kept clear. Instructions on what to do in case of fire and an evacuation to be known to all leaders. Leaders will carry out regular fire drills. Every sufficiently mature, responsible person should be aware of the location and use of fire extinguishers.
<b>Evacuation</b>	The person discovering emergency is responsible for raising the alarm throughout the building. They should also then ring 999. Exit via nearest fire exit – a leader guiding children to the assembly point. Area leader to check their area is empty. Children to be accounted for at assembly point. Inform the Duty Church warden in church. The assembly point is the grass area by the top car park.

<b>First aid</b>	Ensure that the first aid box is well stocked
<b>Accidents</b>	Ensure that there is a first aider available. If there is an injury ensure that an accident report form is completed. The accident book is located by the Health & Safety notice board.
<b>Poisonous substances</b>	Ensure that all poisonous substances, including cleaning materials, are securely locked away.
<b>Register</b>	Ensure that a register is completed at each meeting.
<b>Rugs and mats</b>	Ensure that all are secure on the floor and not causing a tripping hazard.
<b>Kitchen</b>	Extra care to be taken when making/serving hot drinks, and always with adequate adult supervision. Any activity in the kitchen will be under close adult supervision.
<b>Electricity</b>	Ensure that there are no trailing leads and that the equipment is safe.
<b>Toilets</b>	Ensure that they are kept clean. Use latex gloves for mopping up body fluids.
<b>Movement between church &amp; hall</b>	Young children are taken/collected by carers. Older children are to be supervised by leaders to and from the hall

## APPENDIX 6

### GATEWAY CLUB

#### HEALTH AND SAFETY POLICY

The Gateway Club will operate in compliance with the church's General Statement of Policy (Health & Safety Policy, Section A). In addition all leaders and members will promote a common sense policy to all aspects of health and safety within the activities of the group.

Members should be encouraged to bring to the leader any concerns regarding health and safety so improvements can be put in hand.

#### **SPECIFIC GROUP CONSIDERATIONS**

- |                        |  |
|------------------------|--|
| <b>Furniture</b>       | Furniture should be arranged to ensure free movement around the hall.  |
| <b>Equipment</b>       | Ensure all equipment used is safe and in good order. Ensure there are no trailing leads or other trip hazards.   |
| <b>Fire</b>            | Exits must be kept clear and alternative exits pointed out to members.<br>Everyone should be clear what to do in case of a fire (see page 14 of this document).<br>The assembly point is the grass area by the top car park. |
| <b>Alarm/Emergency</b> | There must be access to a mobile phone at all meetings.  |
| <b>Accidents</b>       | All accidents must be recorded in the accident book and reported to a Church Warden. The accident book is located with the first aid kit in the marked cupboard in the kitchenette.  |
| <b>Hot drinks</b>      | Special care must be taken when making and carrying hot drinks and food round the room.  |

## APPENDIX 7

### MOTHERS' UNION

#### HEALTH AND SAFETY POLICY

The Mothers' Union will operate in compliance with the church's General Statement of Policy (Health & Safety Policy, Section A). In addition all leaders and members will promote a common sense policy to all aspects of health and safety within the activities of the group.

Members should be encouraged to bring to the leader any concerns regarding health and safety so improvements can be put in hand.

#### **SPECIFIC GROUP CONSIDERATIONS**

- Furniture** Furniture should be arranged to ensure free movement around the hall.
- Equipment** Ensure all equipment used is safe and in good order. Ensure there are no trailing leads or other trip hazards.
- Fire** Exits must be kept clear and alternative exits pointed out to members.  
Everyone should be clear what to do in case of a fire (see page 14 of this document).  
The assembly point is the grass area by the top car park.
- Alarm/Emergency** There must be access to a mobile phone at all meetings.
- Accidents** All accidents must be recorded in the accident book and reported to a Church Warden. The accident book is located with the first aid kit in the marked cupboard in the kitchenette.
- Hot drinks** Special care must be taken when making and carrying hot drinks and food round the room.



## APPENDIX 8

### MUSIC GROUPS

#### HEALTH AND SAFETY POLICY

The Music Groups will all operate in compliance with the church's General Statement of Policy (Health & Safety Policy, Section A). In addition all leaders and members will promote a common sense policy to all aspects of health and safety within the activities of the group.

Members should be encouraged to bring to the leader any concerns regarding health and safety so improvements can be put in hand.

#### **SPECIFIC GROUP CONSIDERATIONS**

- Furniture** Furniture should be arranged to ensure free movement around the church.
- Equipment** Ensure all equipment used is safe and in good order. Ensure that trailing leads are kept tidily so as to minimise trip hazards.
- Fire** Exits must be kept clear and alternative exits pointed out to members.  
Everyone should be clear what to do in case of a fire (see page 10 of this document).  
The assembly point is the grassed area opposite the main entrance to the Church.
- Alarm/Emergency** There must be access to a mobile phone at all meetings.
- Accidents** All accidents must be recorded in the accident book and reported to a Church Warden. The accident book is located with the first aid kit in the marked cupboard in the kitchen.

## ATTACHMENT 1

Health and Safety Policy reviewed September 2016.

### Responsible persons

Post	Postholder	Signature
Incumbent	Rev. Simon Moore	
Churchwarden	Madeleine Nicholas	
Churchwarden	Maureen Phillips	
Health & Safety Officer	Brian Evans	

### Detailed Responsibilities at **September 2016**

By Organisation		
	Children's Groups	Claire Harald
	Luncheon Club	Rosemary Cowie
	Music Groups	Catherine Smith
	Toddlers & Babies Plus	Claire Harald
	Who Let the Dads Out	Michael Eve
	Youth Groups	<new appointee>

By Activity		
	Accident Book / Accident Reporting	Health & Safety Officer
	AV Team	Matt Sheppee
	Contractors / Working at High Level	Churchwardens
	Electrical Safety	Churchwardens
	Fire Extinguishers	Churchwardens
	Health & Safety Training	Health & Safety Officer
	Sound Team	Paul Birdsall

By Area		
	Church including Boiler Room	Churchwardens
	Church Grounds	Churchwardens
	Church Hall	PCC
	Kitchen and Food Hygiene Regulations	Health & Safety Officer
	Safeguarding	Safeguarding Coordinators

## ATTACHMENT 2

### Fire extinguisher annual check

Herts Fire Protection                      01462 623194

### Gas boiler and other gas equipment maintenance and annual service

British Gas                                      0845 071 4444

### Portable electrical appliance testing

Plowright Hinton                              01707 336969

### Electrical system testing

Peter Wright                                    01462 675407 / 07885 035474

### Lightning conductor testing

J.W Gray Lightning Protection            01376 503330

# ATTACHMENT 3

Reviewed by Health and Safety Group and confirmed by PCC

..... Date .....

..... Date .....

..... Date .....

..... Date .....

..... Date .....

..... Date .....

..... Date .....

..... Date .....