



HEALTH & SAFETY POLICY AND PROCEDURE

To all employees, members, voluntary helpers and contractors:

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

1. Policy Statement

- 1.1 The Church is committed to ensuring the health, safety and welfare of all who use the church premises. Overall responsibility for health and safety is collectively held by the leadership team who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practice. Specific responsibilities may be delegated to church personnel. The following has been appointed as Health & Safety Officer: Sue Polley
- 1.2 The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Managing Trustees, and sub-committees (where they exist). Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

2. Personal responsibility

- 2.1 It is recognised that each church member has a responsibility to take care for the safety and well being of themselves as well as of others who visit the building. Each church member is also responsible for reporting any situation that they believe is unsafe to the Health & Safety Officer.
- 2.2 It is important for each church member/visitor to observe all safety and fire rules at all times to make sure our building and garden remains safe and healthy. All accidents should be reported to the Health & Safety Officer and they must be noted in the Accident Book, which is kept in the First Aid box on the Fishtank bar.

3. Training

- 3.1 Those who cook and prepare food in the kitchen on a regular basis must attend a Basic Food Hygiene Course and undergo refresher training as required. A 'Safer Food better business' Training Manual issued by the Food Standards Agency is available from the church office and the sections on cross contamination, cleaning, chilling and cooking should be used as a guide for those who cook and prepare food regularly prior to their attendance on the Basic Hygiene Course.

- 3.2 Those appointed as a First Aider(s) must attend relevant Basic and Refresher training. A record of training is kept by the Health & Safety Officer.
- 3.3 Those who use DIY equipment in the church for repairs and minor maintenance work must only do if they are competent to do so and if approved by the Health & Safety Officer or the leadership team.

4. Kitchen Hygiene Standards

- 4.1 A food safety and hygiene risk assessment has been carried out identifying hazards, critical control points, controls, monitoring, measurements and review checks. This assessment is obtainable from the Health & Safety Officer.
- 4.2 However, anyone who prepares food, cooks or serves teas etc from the kitchen must:
- 4.3 Always wash their hands before and after handling food and especially after using the toilet.
- 4.4 Always wash their hands after handling bins and rubbish.
- 4.5 Never carry out any work in the kitchen if they have any skin, nose throat or bowel conditions, or have diarrhoea or vomiting within the previous 48 hours or who live with someone suffering from this condition.
- 4.6 Cover up any cuts or sores they may have with a coloured (not skin coloured) waterproof dressing.
- 4.7 Never cough or sneeze over, or near food.
- 4.8 Ensure that unused and out of date food is disposed of properly in the rubbish bins.
- 4.9 Ensure that all equipment and surfaces are clean at all times using appropriate materials and disinfectants.
- 4.10 Keep the handling of food to a minimum and should not let their hands touch clothes, face, nose, mouth or hair while handling food.
- 4.11 Tie back long hair.

5. Accident Reporting

- 5.1 If there is an accident on the premises, however minor, it should be treated if possible by the First Aider if present, or by another responsible person, recorded in the Accident Book (kept in the First Aid box on the Fishtank bar) and reported to the Health & Safety Officer.

6. Preventing accidents and injury

- 6.1 Many injuries are caused by slips, trips, falls and poor lifting techniques. Everyone can help prevent these types of accident by following these simple guidelines:
- 6.2 Wear sensible footwear if working in the church – especially the kitchen.
- 6.3 Minimise obstructions – keep fire doors, stairs and gangways clear.
- 6.4 Avoid treading on spilled fluids and deal with these immediately.
- 6.5 Keep floors swept and put all rubbish in the bins provided.

7. Smoking

- 7.1 There is a strict non-smoking policy in the church premises.

8. Equipment

- 8.1 The church has electrical equipment that is used for our services which must be carefully used and protected. For this reason, children under 16 are not permitted on the stage unless supervised by adult. Trailing cables should be reduced as much as possible.
- 8.2 Other equipment used from time to time, such as electric drills, saws, ladders etc must always be stored securely away when the church is in use for meetings etc.

- 8.3 Chairs in the church should not be stacked with more than three chairs to avoid them toppling over, unless on a cradle in the storage area where the maximum number is twelve.
- 8.4 Unsupervised children under the age of 16 are not allowed in the kitchens or Fishtank serving area. Kitchen knives should always be stored away securely in the drawers.

9. Dangerous substances

- 9.1 Cleaning fluids must always be stored away securely in the blower room cupboard as well as the designated cupboards under/near the sinks in the kitchens and Fishtank serving area.
- 9.2 Candles, if used, must be placed in flame and heatproof containers, kept away from anything that could catch fire and must never be left unattended.

10. First aid

- 10.1 First aid boxes are available for the treatment of minor cuts and burns and injuries and are located on the Fishtank bar, in the Karis Hall kitchen and in the church office.

11. Fire and emergency procedure

- 11.1 The church has a number of fire doors that are designated by official 'green running man' signs.
- 11.2 If we need to evacuate the building, the assembly point is at the main entrance to the courtyard, just off the High Street.
- 11.3 Fire extinguishers are placed at specific points in the building, the kitchens have fire blankets too.
- 11.4 Self-closing fire doors must never be propped open.

12. Toilets

- 12.1 All toilets are inspected, waste bins emptied and toilet rolls re-supplied as required at least twice a week. Toilet floors are swept and fully mopped clean each week with disinfectant. Toilet pans, seats and washbasins are cleaned each week and toilet pans cleansed with bleach.

13. Notices

- 13.1 A Health & Safety poster is displayed in the manse hallway and in the Fishtank.

14. Risk Assessments

- 14.1 Risk assessments will be carried out at regular intervals, on all areas of the church premises and all activities that carry a significant risk by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. For all hazardous activities risk assessments will be carried out and procedures introduced that must be followed. As per our bookings policy, all external bookings are expected to conduct their own risk assessments.