**TEMPLEPATRICK & DONEGORE PARISH - HEALTH AND SAFETY POLICY**

**INTRODUCTION**

Templepatrick & Donegore Parish is a small Church of Ireland parish in the Diocese of Connor. The parish of just over 100 families is a union of two former parishes and now maintains two churches and a church hall.

**Health and Safety at Work (NI) Order 1978**

**Health and Safety Statement**

Our statement of general policy is:

* To ensure, so far as is reasonably practical, the health and safety of all members of the Parish including staff, volunteers, parishioners, visitors, contractors and others who may visit the Parish and its associated buildings and grounds
* To provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, contractors and volunteers
* To provide information, instruction and training for staff and volunteers to ensure they are competent to perform their duties
* To prevent accidents and cases of work-related ill-health and to provide adequate control of the health and safety (H&S) risks arising from our work activities
* To regularly review and revise our policy, particularly in the light of any changes to our buildings or activities
* To include Health and Safety on the agenda for all Vestry meetings
* To implement emergency procedures – including evacuation in case of fire or other significant incident
* To ensure the safe storage and handling and use of substances
* To engage and consult with our staff, contractors and volunteers on matters affecting their health and safety

Signed\_\_\_Jeremy Mould\_\_\_\_\_\_\_\_\_\_ Signed\_\_Christopher Lundy\_\_\_\_\_\_\_

**(Chair - Select Vestry)** **(Chair- Health & Safety Sub Committee)**

Date\_\_\_\_11 September 2023\_\_\_\_\_\_ Date \_\_11 September 2023\_\_\_\_\_\_\_

**TEMPLEPATRICK & DONEGORE PARISH**

**HEALTH AND SAFETY POLICY**

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**1 Responsibilities**

Overall responsibility for health and safety lies with the Incumbent to ensure arrangements are in place to

Comply with regulations and codes of practice.

The Select Vestry is accountable for this Policy and ensuring its provisions are implemented. Health and

Safety will be on the agenda for all Vestry meetings.

The Health and Safety Sub Committee (H&SCC) will be responsible for drafting and updating this Policy and

Its procedures. The H&SSC will comprise at least one member of the Select Vestry and additional nominees

as necessary.

All staff, volunteers, contractors, parishioners, and premises’ users 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 premises and must therefore:

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

Church Wardens and Glebe Wardens should ensure that church paths and steps are clear of hazards and (enlisting the assistance of others as necessary) clear snow and ice prior to services.

**2 Risk Assessments**

Risk Assessments of the church buildings, parish halls and church grounds will be undertaken by the H&SSC.

A Fire Risk Assessment of the Parish Hall will be undertaken by the H&SSC

Risk Assessments of plant, kitchen and substances will be undertaken by the H&SSC

The findings of the risk assessments and any actions required will be reported to the Select Vestry for

approval.

Those responsible will ensure required actions are taken and report back to the Select Vestry when

implemented.

The risk assessments will be reviewed annually or more often if needs dictate.

Risk Assessment document and instructions (Annex A) will be issued to external bodies and individuals

booking parish premises for events. Where those booking the premises deem the risks to be Moderate or

High, bookings will not be confirmed until the Risk Assessment is returned and approved by the Select

Vestry.

The Glebe Wardens will advise contractors of any risks pertaining to the work they are carrying out.

Contractors must have their own H&S Policy in place.

The H&SSC has written the procedures contained in Annex A. Those booking parish premises may also wish

to consult H&S guidance issued by Antrim & Newtownabbey Borough Council. The procedures and guidance

aim to reduce or eradicate risks identified.

**3 Arrangements**

***Consultations***

The H&SSC will initiate consultations with staff, activity leaders and volunteers on matters concerning their

H&S.

The H&SSC will remind all premises users by letter annually of their obligations to review and update

their health and safety arrangements under this policy, which is available to them on the Parish Website:

**www.templepatrick.connor.anglican.org**

***Property, Fabric and Machinery***

The Glebe Wardens are responsible for:

* Inspecting and maintaining parish property, fabric and machinery and ensuring effective maintenance is carried out.
* Implementing a programme for the testing of electrical equipment.
* Reporting any H&S issues to the Select Vestry and H&SSC Chairman.
* Checking that new plant and equipment meets health and safety standards before purchase.
* Ensuring annual maintenance of Fire Extinguishers is undertaken by an approved contractor and recorded.

***Information, Instruction and Supervision***

The Chairman of the H&SSC is responsible for:

* ensuring display of the ***Health and Safety Law in Northern Ireland*** poster***,*** the parish Health & Safety Statement and the issue of any appropriate leaflets.
* providing day to day H&S advice, liaising with the Select Vestry, H&SSC and/or Glebe Wardens as required.

***Competency and Training***

The H&SSC will provide Induction H&S Training for all employees.

This policy incorporates Procedures which must be followed in appropriate circumstances. The Procedures

Cover: 1. Public Safety; 2. H&S procedures for Church Wardens; 3. Reporting, and 4. Contractor Monitoring.

The H&SSC will identify and arrange training as necessary in connection with the various Procedures.

The Select Vestry will monitor training and keep necessary records.

***Accidents, First Aid and Work-Related Ill Health***

The Church Wardens, Glebe Wardens and Activity Leaders will ensure all floors, stairs, paths and steps are

free from accident hazards.

First Aid Boxes are located in church vestries; church rooms at St. Patricks; parish hall kitchen and main hall.

Defibrillators are located in church vestries and main hall of the parish hall.

The Select Vestry will provide Accident Books. All accidents, serious incidents or activity related ill-health

must be recorded by the relevant Activity Leader. Accident Books are located in church vestries and parish

hall kitchen. Procedure 3 details how accidents/incidents are to be reported.

The H&SSC will appoint an appropriate person(s) to investigate any reportable accident or illness.

***Monitoring***

The H&SSC will undertake a thorough review of Health and Safety policy and procedures periodically and

bring all revisions to the Select Vestry for approval.

The Glebe Wardens will monitor contractors working on parish premises in accordance with Procedure 4 of

this policy.

The Select Vestry will ensure all regular checks required by this Policy are properly undertaken and recorded.

***Emergency Procedures***

Glebe Wardens will ensure that fire extinguishers, emergency lighting and alarms are inspected / tested on

 a regular basis. A record of these checks will be maintained by the Glebe Wardens.

Clergy will periodically remind parishioners of church emergency evacuation procedure (Procedure 1).

Parish hall Activity Leaders should rehearse Parish Halls emergency evacuation procedures (See Procedure

1a and Annex A) at least once every 12 months. A reminder to this effect will be included in the annual letter

to organisations. The letter will also provide a Risk Assessment pro-forma accompanied by instructions

for completion; fire safety guidance and detailed procedures to be followed in the event of an emergency.

***Food Safety***

Select Vestry has delegated food safety for the Community Lunches to the Community Lunches

Co-ordinating Group. This group organizes training in food hygiene for kitchen volunteer helpers and

provides active supervision when the kitchen is in use for community lunches. The kitchen is subject to

regular inspection by the Antrim & Newtownabbey Borough Council who regularly update advice to ensure

standards are adequately maintained.

On other occasions when food is being prepared in the hall, responsibility for food hygiene lies with the

organisers of the event.

**4 Day to Day Responsibilities**

The Select Vestry has overall responsibility for Health and Safety but day to day responsibility for

implementation of the measures and procedures in this policy lies with:

**Health and Safety Sub Committee (H&SSC)**

* Policy Review and liaison with the Select Vestry
* Annual inspection and risk assessment of parish buildings and electrical equipment, excluding the vicarage
* Provide H&S information and advice to, and consultations with staff, volunteers, activity leaders, and occupiers of the vicarage
* Annual letter to activity leaders and any other H&SSC administration
* Report accidents/incidents to the Health and Safety Executive for Northern Ireland and/or Antrim and Newtownabbey Borough Council as appropriate
* Investigate Reportable Accidents or Illnesses
* Identify hazardous substances used for cleaning etc on Parish premises
* Display necessary H&S posters
* Ensure organizations/individuals booking Parish premises are informed of Health and Safety requirements and undertake event Risk Assessment(s) as appropriate, before the booking is confirmed.

**Glebe Wardens:**

* Maintenance of parish buildings, fabric and machinery
* Ensure annual maintenance of Fire Extinguishers
* Report any H&S problems arising with buildings, fabric and machinery to the Select Vestry (SV)
* Provide H&S information and advice to contractors
* Ensure contractors follow the H&S guidelines in Procedure 4
* Implement H&S actions approved by SV as a result of Risk Assessment or other incident.
* Implement periodic portable electrical appliances testing.
* Check that new plant and equipment meets health and safety standards before purchase.
* Ensure all floors, stairs, paths and steps are free from hazards
* Ensure all lighting is adequate and bulbs replaced
* Monitor maintenance work to avoid risk

**Church Wardens:**

* Ensure implementation of the following Procedures 1, 2 and 3 as appropriate.
* Where necessary, complete the Accident Record Book. (See Procedure 3).

**Activity Leaders**

* Activity Leaders are responsible for the health and safety of those engaged in their activity.
* Where Activity Leaders assess the risk to be Moderate or High, a Risk Assessment is to be carried out, covering all the activities organised throughout the year. Where risks requiring follow up action(s) are identified, persons responsible for addressing the actions are to be identified.
* Ensure the activity is conducted in line with the appropriate guidance and instructions issued by the H&SSC, Antrim and Newtownabbey Borough Council, the HSE and any appropriate governing body.
* Where necessary, complete the Accident Record Book. (See Procedure 3).

**PROCEDURE 1**

**PUBLIC SAFETY FOR ACTIVITIES IN TEMPLEPATRICK & DONEGORE PARISH CHURCHES**

**Church Wardens, Clergy, Sunday School leaders and Choir Leaders must be aware of their responsibilities**

**in the event of a health & safety incident occurring during services or other events in the church or church**

**rooms. (See also Procedure 2)**

***BEFORE THE EVENT:***

1. Immediately prior to the event, those mentioned above must ensure that all exits are clear of obstructions.
2. The locations of first aid boxes, defibrillators and fire extinguishers are noted.
3. The location of the Accident Book is noted.
4. Notice is taken of the location of anyone who may require assistance in the event of emergency evacuation.
5. Note is taken of any maintenance issues which are to be reported to Glebe Wardens

***WHERE AN EMERGENCY ARRISES:***

1. Church Wardens, Clergy, Sunday School Leaders or Choir Leader, as appropriate, will ascertain the extent of the emergency and determine the response to be taken, e.g.
* Medical emergency requiring first aid
* Medical emergency requiring an ambulance
* Fire emergency requiring evacuation and fire service call-out
* Other types of emergency
* Clergy and Church Wardens will determine which of them is to call the emergency services
1. Where necessary, a Churchwarden will dial 999 to call for emergency services
2. Where evacuation of the building is required, Clergy, or other persons in authority will ask everyone to leave the church via the MAIN DOOR and/or VESTRY DOOR, as appropriate.
3. Church Wardens will assist the evacuation in a calm and orderly fashion
4. Church Wardens will ensure the toilet is vacated.
5. At St. Patrick’s, Sunday School leaders and/or Choir Leader will ensure the Church Rooms are vacated
6. All evacuates are to be instructed to assemble at the church gates.
7. Church Wardens, or other responsible persons, will ask drivers to move vehicles away from the church entrance to ensure easy access for emergency vehicles.
8. Church Wardens are to ensure that no one returns to the buildings until permission to do so is given by the emergency services.

**PROVIDED NO RISK IS INVOLVED, THE FOLLOWING PRINCIPLES SHOULD BE APPLIED IN ALL ALARM SITUATIONS**

* **Attempts to extinguish fire should be only be made, using the appropriate extinguishers, where the operator is confident in the use of fire extinguishers**
* **If possible, electrical power should be switched off**
* **First Aid kits should be taken to the evacuation point and First Aid given if necessary**

**PROCEDURE 1a**

**PUBLIC SAFETY FOR ACTIVITIES IN TEMPLEPATRICK & DONEGORE PARISH HALL**

**Activity leaders must be aware of their responsibilities in the event of a health & safety incident occurring**

**during their activity in the parish hall and hall grounds. Activity Leaders must also brief their Team Leaders**

**on the information provided in this procedure and the content of any relevant Risk Assessment.**

**External organisations booking the Parish Hall/Church must complete the appropriate Booking Form,**

**which includes confirmation that they will comply with the contents of this procedure.**

***BEFORE THE EVENT:***

1. Immediately prior to the event, Activity Leaders must ensure that all exits are clear of obstructions.
2. The locations of first aid boxes, defibrillators and fire extinguishers are noted.
3. The location of the Accident Book is noted.
4. Notice is taken of the location and needs of anyone who may require assistance in the event of emergency evacuation.
5. Note is taken of any maintenance issues which are to be reported to the Rector or Chairman of the H&SSC

***WHERE AN EMERGENCY ARRISES:***

1. Activity Leaders will ascertain the extent of the emergency and determine the response to be taken, e.g.
* Medical emergency requiring first aid
* Medical emergency requiring an ambulance
* Fire emergency requiring evacuation and fire service call-out
* Other types of emergency
* Where young people are involved, Activity Leaders will ensure parents/guardians are informed immediately.
1. Where necessary, the Activity Leader will appoint someone to dial 999 to call for emergency services
2. Where evacuation of the building is required, Activity Leaders will instruct everyone to leave the building via the MAIN DOOR and/or EMERGENCY EXIT as appropriate.
3. Activity Leaders will assist the evacuation in a calm and orderly fashion
4. Activity Leaders will direct responsible persons to all rooms, including toilets and first floor store, to ensure they have been vacated.
5. All evacuates are to be instructed to assemble at the Assembly Point inside the main entrance gates.
6. Activity Leaders will ensure the entrance to the car park is not obstructed to allow easy access for emergency vehicles.
7. Activity Leaders are to ensure everyone is accounted for and that no one returns to the buildings until permission to do so is given by the emergency services.

**PROVIDED NO RISK IS INVOLVED, THE FOLLOWING PRINCIPLES SHOULD BE APPLIED IN ALL ALARM SITUATIONS**

* **Attempts to extinguish fire should be only be made, using the appropriate extinguishers, where the operator is confident in the use of fire extinguishers**
* **If possible, electrical power should be switched off**
* **First Aid kits should be taken to the evacuation point and First Aid given if necessary**

**PROCEDURE 2**

**HEALTH AND SAFETY PROCEDURES FOR CHURCH WARDENS**

* On arrival at Church ensure driveways, paths & steps are clear of obstacles that could endanger users
* Check First Aid kit and Defibrillator in the Vestry
* Ensure orderly entrance/exit of parishioners/attendees to/from the Church
* Ensure maintenance of order and general safety during services.
* Ensure that any trailing cables/wires in the Church are either removed or suitably secured and covered, so as to minimise likelihood of trip incidents
* Check aisles etc. for other potential trip / slip hazards.
* Attend to any parishioners/attendees taken ill - by administrating or seeking assistance from parishioners with first aid, or arranging formal medical assistance (999 if appropriate)
* **In the event of an emergency, bring this to the attention of the Clergy. If necessary, ask the Clergy to announce an orderly evacuation of the church via the Main Door or Vestry, as appropriate. Direct and control an orderly exit of parishioners/attendees to the Emergency Assembly point at the Church Gate. (See also Procedure 1)**
* At end of the service, ensure all electrical equipment is switched off, candles extinguished and other items safely stored
* Be mindful of Lone Working issues and consider awaiting the arrival of a fellow Warden/Clergy before beginning duties.
* If frost present – spread salt on all driveways, paths and steps. You may need to ask for assistance from some parishioners – **NB - As this will invariably take a considerable amount of time Church Wardens are advised to check weather forecast the evening before to assess the possibility of salting being required.**
* In the event of a snowfall, steps must be taken to clear and salt Church access driveways, paths and steps, using the shovels and brushes provided. Again it is recognised that this will be time-consuming and therefore Church Wardens should consider enlisting the immediate assistance of others who will be willing to help. – **NB - Care must be taken to avoid accidents etc during this operation.**
* Check that there is sufficient supply of salt for the next service. Contact Glebewardens if salt supply is low.
* When leaving the church, lock and secure all windows and external doors (ensuring all persons have left).
* Where necessary, complete the Accident Record Book. (See Procedure 3)

**PROCEDURE 3**

**REPORTING INJURIES, DISEASES AND SERIOUS INCIDENTS**

**ALL** accidents / serious incidents are to be recorded in the Accident Book and immediately reported to:

Chairman of the H&SSC - Dr. Chris Lundy 07503 902395 or

The Rector - Rev. Jeremy Mould 07839 839488

Accident Books are located in - St. Patrick’s church vestry

* St. John’s church vestry
* Parish Hall kitchen

The H&SSC will investigate all reported accidents

**Reporting a MAJOR INJURY**

If there is an accident on parish property and:

* There is a fatality or a major injury; or
* Subjects are taken to hospital

**You must notify the enforcing authority without delay, for example by telephone, and follow this up by completing an accident report form known as the NI2508 form.**  This form should be submitted within 10 days.

Notification by telephone: Antrim & Newtownabbey Borough Council Environmental Health

 028 9446 3113 or 0300 123 4568

Submission of form NI2508 [www.hseni.gov.uk/report-incident](http://www.hseni.gov.uk/report-incident)

**What is a major injury?**

The following list provides examples of major injury:

* fracture other than to fingers, thumbs or toes
* amputation
* dislocation of the shoulder, hip, knee or spins
* loss of sight
* chemical or hot metal burn to the eye
* unconsciousness caused by asphyxia or exposure to harmful substance or biological agent

**PROCEDURE 4**

**CONTRACTOR MONITORING**

The Select Vestry, in recognition of its responsibilities to prevent/minimise the likelihood of an accident occurring as a direct cause of contractor actions, has delegated its contractor monitoring process to its Glebe Wardens.

The Glebe Wardens will ensure Contractors:

* Provide evidence that they have appropriate public and employer’s liability insurance in place.
* Co-operate with church officials in providing a safe place of work and a safe system of operation
* Prior to plant and machinery being brought on to church premises, check that it is safe to be operated.
* Are provided with instructions regarding the areas they are permitted to work and the extent

of the work they are authorised to undertake.

When contractors need to undertake ‘Hot Works’ they should undertake a risk assessment of the proposed job.

Contractors must comply with all statutory regulations and the requirements of this policy

Parish Staff / volunteers should bring to the attention of the Glebe Wardens any shortcomings/defects in the contractors operations.

**ANNEX A**

**HEALTH AND SAFETY IN THE PARISH - YOUR RISK ASSESSMENT GUIDANCE AND TEMPLATE**

**The Select Vestry has approved the attached Risk Assessment guidelines for all users of Parish premises.**

***All Activity Leaders should complete Part 1 of the Assessment.***

***Where Activity Leaders deem their activity to carry a Moderate or High risk, they should complete Part 2 of the Risk Assessment, identifying activities / hazards which could result in harm to users.* They must then decide on the action(s) required to avoid this harm and appoint suitable personsto ensure action is taken. To assist you with this process, you should use the attached Risk Assessment template to list and assess the risks, and outline controls and further actions to be taken to minimise the risks.**

 **PLEASE READ THE GUIDELINES AND COMPLETE THE FOLLOWING ACTIVITY LEADERS’ CHECKLIST**

**WHERE YOU DEEM THE RISKS OF YOUR ACTIVITY TO BE MODERATE OF HIGH, YOU SHOULD COMPLETE THE**

**FOLLOWING RISK ASSESSMENT.**

Parish of Templepatrick & Donegore – Health & Safety Compliance Checklist

For Group Activities held in the Parish Hall

(To be completed by ALL Activity Leaders and retained for your records)

Name of Group

Group Leader

**Risk Assessment – Part 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Concern** | **Yes** | **No** | **Don’t Know** |
| Has a H&S Risk Assessment been carried out relating to your activity within the last 12 months? |  |  |  |
| Are the Leaders of your group familiar with the Risk Assessment? |  |  |  |
| Do they know what the potential hazards are and the appropriate control measures that should be in place? |  |  |  |
| Do the Leaders of your activity implement any precautions to prevent the spead of Covid-19 or other infectious diseases? |  |  |  |
| Are your Leaders familiar with the location of the First Aid kit, Defibrillator and Accident Log Book? |  |  |  |
| Are your Leaders familiar with the location and type of fire extinguishers in the building?(Fire extinguishers should only be used by those who are confident in their use and only if fire poses no threat to themselves or others. **Activity Leaders’ priority is to ensure the safety of persons by the early evacuation of the building).** |  |  |  |
| Are your Leaders familiar with the location of, and routes to the emergency exits? |  |  |  |
| Prior to your activity, do your Leaders check that emergency exits and the routes to them are clear of any obstruction? |  |  |  |
| Are your Leaders able to identify those with mobility or other impairments who may require assistance in the event of an emergency evacuation? |  |  |  |
| Are your Leaders familiar with the location of the Emergency Rendezvous Points in the car park? |  |  |  |
| **Area of Concern** | **Yes** | **No** | **Don’t Know** |
| Are evacuation drills carried out at least once a year? |  |  |  |
| Are accidents or other incidents recorded and investigated? |  |  |  |
| Where applicable, are your Leaders familiar with the location of any storage space allocated to your group and the need to store equipment in a safe and orderly fashion? |  |  |  |

|  |
| --- |
| **Further Information for Activity Leaders** |
| Hall Car Park | Leaders should be aware that during periods of frost and snow, the Parish **does not** have the resources to de-ice the car park or clear snow. Leaders should bring this to the attention of their group participants and provide warning that the car park may be slippery. |
| Kitchen | Children are not permitted in the kitchen unless under the direct supervision of an adult. **When food is prepared in the kitchen, Leaders are responsible for the hygiene of food served.** |
| Stage | Children are not permitted on the stage unless under the direct supervision of an adult. |
| **On leaving the Hall, Leaders of the group must ensure that:*** Where applicable, all equipment used during the activity has been properly stored in the allocated storage area.
* All electrical equipment and lights are switched off.
* All waste material has been removed or placed in the ‘wheelie’ bin.
* All windows are closed and internal doors are locked.
* External doors are locked.
* Any accidents, incidents or issues of concern have been reported to the Rector:

Rev Jeremy Mould - 07896 839488 |

**Risk Assessment Part 2 – Activities**

In accordance with the Health & Safety Policy of Templepatrick & Donegore Parish, where Activity Leaders deem their activity to carry a Moderate or High risk, they should complete Part 2 of the Risk Assessment, identifying hazards that could result in harm. Activity Leaders must then decide on the action(s) required to avoid this harm and appoint suitable personsto ensure identified action is taken.

**Organisation(s) name: Assessment carried out by: Date:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity or Area** | **What are the hazards?** | **Who might be harmed and how?**(‘staff’ includes clergy) | **What are we already doing (Controls)?** | **What further action is necessary?** | **Who needs to carry out this further action?** (Organisers / volunteers) | **When is the action needed by?** | **Done*****(If applicable)*** |
| **EXAMPLE****Storage of equipment** | **EXAMPLE**Possible injury from lifting equipment and/or carrying equipment on stairs | **EXAMPLE**Any participant asked to move equipment may incur injury from a fall, trip or heavy lift | **EXAMPLE*** Advise those involved of the risk
* Provide supervision during the move
* Be aware of location of First Aid kit
 | **EXAMPLE*** Assess the equipment before proceeding
* Where appropriate, ensure a minimum of two lifters
 | **EXAMPLE**Activity Leaders | **EXAMPLE**Prior to every occasion when bulky / heavy equipment is to be moved | On-going |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**YOUR RISK ASSESSMENT GUIDELINES**

**WELCOME TO YOUR GUIDELINES**

Everyone involved in running Parish Organizations or using Parish premises has a responsibility to ensure their activities comply with Health and Safety Legislation

and the Parish Health and Safety Policy. Activities must be conducted in a safe manner without risk to the health or safety of members or participants. These

guidelines aim to help you fulfil that role.

**PARISH HEALTH AND SAFETY POLICY**

Please read the Parish Health and Safety Policy Document as a guide to understanding your responsibilities.

**WHO’S IN CHARGE ?**

**A responsible person must be appointed to oversee the health and safety aspect of everything you do and everyone participating.** Responsibilities may then be

delegated to helpers e.g. to take headcounts, check toilets, make safety announcements (you can print these from the Policy Document) etc.

GETTING ORGANISED

The responsible person will need to spend some time getting organised. He/she will need to think through the activities and/or the event and what needs to be

done to keep participants safe by eliminating risks. Although your activities may be based in one location **please** also think about safety and risks in other parts of

the premises such as car parks and toilets likely to be used by your members. You should also think about the risks involved if you are organizing activities away

from Parish premises and check that adequate safety measures are in place.

**KNOW THE CORRECT PROCEDURES**

When thinking about your activities be sure you are familiar with the following health and safety procedures and guidance and apply where:

* an emergency evacuation is required
* hazardous substances such as cleaning chemicals are being used
* activities take place at a height e.g. hanging decorations
* electrical equipment is being used
* bulky or heavy items are being handled
* transport has been organised to facilitate participant’s arrivals and departures

Where you identify activities not included above which are peculiar to your organization/event you will need to determine your own procedures***(this will be***

***especially important where your membership includes people with disabilities or where you are dealing with children and young people).***

**COMPLETE YOUR RISK ASSESSMENT**

As it is likely your organization’s activities/event will require members to use some or all of the procedures listed above, plus procedures peculiar to your

organization, you will need to undertake and write up a Risk Assessment using the following steps

* **Identifying possible hazards** – any object or situation that might cause harm
* **Asking who might be harmed** – your own people first but don’t forget others who may be around
* **Assessing the level of risk** – decide whether the risk is already under control and if not what steps do you need to take
* **Sharing your findings –** make sure everyone involved understands the risk and the controls which apply
* **Reviewing as you go –** keep an eye during and after the activity that things go as planned and revise the controls if necessary

**The conclusions from your Risk Assessment should be contained in the Risk Assessment document provided with these guidelines under the heading ‘ACTIONS**

**REQUIRED’. The name(s) of the persons appointed to ensure the risks are properly dealt with should be entered in the column alongside.**

**SHARE OUT THE RESPONSIBILITIES**

Many of the roles essential for the avoidance of risk may be delegated. You may wish to think about appointing persons to

* clean up spillages from toilet sinks, in kitchen or elsewhere
* check corridors and emergency exits are kept clear from obstructions
* tape down electrical equipment leads to avoid trips
* spread salt in frosty weather
* look out for and assist those who have special needs
* act as stewards should an evacuation be required

**FIRE OR OTHER EMERGENCY**

In the event of an alarm the delegated persons should ensure rapid evacuation to the pre - announced assembly points and check everyone is present. Main

entrances should be kept clear for emergency vehicles. If fire is discovered attempts to extinguish should only be made where no personal risk is involved.

Please remember the Parish Health and Safety Document requires ALL organizations to rehearse their emergency evacuation procedure TWICE annually. The

Parish Health and Safety Document contains further advice on fire safety which you can print for your use.

**USING THE PARISH CENTRE KITCHEN**

If your activity/event involves the use of the Parish kitchen responsible adults must be in charge.

**THANKS**

We appreciate everything your organization is doing to ensure that risks to your members, our staff, parishioners and visitors are reduced to a minimum. Your

cooperation is vital. If you have concerns on Health and Safety matters please contact Chris Lundy, Chairman of H&SSC (07503 902395).

**FIRE SAFETY GUIDANCE**

* Those working with children and young people should follow the guidance in this section and the further guidance below
* Practice good housekeeping to help prevent fires starting (keep exits clear etc)
* Practice fire drills twice a year
* Appoint stewards to guide people out through the emergency exits (yellow jackets are available)
* Make your announcement pointing out fire exits and tell folk stewards will take charge should there be an alarm
* Stewards should be briefed to lead evacuees to the appropriate assembly point
* If safe check toilets/kitchen
* At assembly point check everyone is present (headcount or attendance register as appropriate)
* At assembly points keep entrances for emergency services clear (don’t have evacuees driving out of car park)
* Don’t return to the Parish until given permission

**WORKING WITH HAZARDOUS SUBSTANCES GUIDANCE**

* Cleaning substances should be used and stored safely
* Follow safety instructions
* Use any recommended Personal Protective Equipment (PPE)

**WORKING AT HEIGHTS GUIDANCE**

* Do you really need to work at height?
* Check the step/ladder before use - Is it suitable for the job?
* Is it stable at the bottom/what type of surface is it to be used on?
* Does it fully open/Does it lock into place?
* Have someone with you
* Only use a stepladder for short duration work
* Only carry light materials/tools (max. 10kg) & Do not over-reach
* Avoid using top steps & Keep both feet on the same rung throughout
* Ensure that there is a safe handhold available on the steps/always have a rung at hand height

**MANUAL HANDLING GUIDANCE**

* Manual Handling is the lifting, lowering, pushing, pulling, supporting or carrying of a load by hand or bodily force
* Do you have to move it/Where are you moving it to/Can you lift it?
* Can it be moved by mechanical means/handling aids?
* Don’t lift/handle more than can be easily managed/Don’t risk it – get help!
* Adopt a stable position/start in a good posture/Get a good hold and keep load close to waist
* Keep head up and avoid twisting the back or leaning sideways
* Move smoothly, put down - then adjust
* Don’t store heavy equipment where it might cause injury by falling

**TRANSPORT GUIDANCE**

* When planning your journey take account of weather conditions
* Please don’t use your mobile while driving
* Don’t overload
* Be sure your Driving Licence and MOT are up to date
* Tell your insurance company you will be carrying passengers
* Be sure you are physically able to assist disabled or infirm passengers

**ACTIVITIES/EVENTS AWAY FROM PARISH PREMISES**

* When planning your event check that H&S measures are in place at the location
* If necessary make your own H&S arrangements (for example, take along First Aid Kit and Defibrillator)

**PROCEDURE TO BE FOLLOWED IN THE PARISH CENTRE BY SUNDAY SCHOOL AND YOUTH ORGANIZATIONS IN THE EVENT OF AN EMERGENCY**

**EVACUATION**

**PREPARING BEFOREHAND**

1. The Sunday School and all other young people’s groups using the Parish premises should familiarise themselves with these procedures.
2. Leader(s) must appoint an Evacuation Team with the following responsibilities:
* At least one person to assist any young person(s) or others suffering from disability make a safe and speedy exit
* A person for each exit to ensure evacuation via the emergency exits
* A person at each emergency exit to lead evacuees away from the exits to the appropriate designated area and ensure access to church grounds is kept clear for emergency services vehicles (young people should be kept well away from areas where emergency vehicles are likely to arrive)
* A person to dial 999 and ensure the building has been evacuated. Toilets, kitchen etc should be checked provided no personal risk is involved and doors closed on leaving.
1. Teachers/Leaders should keep their roll books with them at all times.
2. Put in place arrangements for telling the young people about evacuation procedures
3. Before activities commence a nominated person(s) must check that all emergency exits are accessible and operating properly
4. Once in place procedures should be rehearsed early in the Church year and again at an appropriate midpoint.

**IN THE EVENT OF AN ALARM:**

1. The alarm in the Parish Hall should be triggered automatically but if not, as soon as a fire is discovered or suspected, a member of the Evacuation Team should raise the alarm by pressing the nearest Alarm Button.

2. The members of the Team responsible for the main fire exits should take steps immediately to calmly evacuate the Parish using the appropriate exit(s).

3. The nominated person should ring 999 and, as the evacuation commences provided there is no personal risk, check that all parts of the building have been evacuated. Following evacuation all doors should be closed provided no risk is involved.

4. Teachers/Leaders responsible for leading those evacuated to the assembly points should link with the Exit Team members and move people calmly to the assembly point(s).

5. All those evacuated should assemble at the appropriate designated area. At the assembly point(s) Teachers/Leaders should check against roll books that all young people are present

6. On Sundays adults who are not an immediate part of the evacuation team should proceed to the crèche and provide necessary assistance provided there is no risk involved.

7. Team members should continue to ensure access is clear for Fire Service vehicles.

8. No one should return to the Parish Hall or Church until permission is given from a member of the Fire Service.