

HEALTH & SAFETY POLICY AND PROCEDURE

1.1 Policy Statement

- 1.2 The Church is committed to ensuring the health, safety and welfare of all who use the church premises. The following has been appointed as Health & Safety Officer with as her/ his deputy:

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 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 kitchen next to the First Aid box. All hazards must be reported to him to him as well.

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 kept in the church office and the sections on cross contamination, cleaning, chilling and cooking used by the Health & Safety Officer as a training 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 Deputy Health & Safety Officer.

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 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 and reported to the Health & Safety Officer or his deputy.

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 immediately 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 must be covered with tape to carpet squares.

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 one chair to avoid them toppling over

8.4 Children under the age of 16 are not allowed in the kitchen. Kitchen knives should always be stored away securely in.

9. Dangerous substances

9.1 Cleaning fluids must always be stored away securely in the cupboard in the vestibule as well as in the kitchen by the dishwasher.

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 A first aid box is available for the treatment of minor cuts and burns and injuries and is located XXXXX

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 XXXX

11.3 Fire extinguishers are placed at specific points in the building:XXXX. The kitchen has a fire blanket too,

11.4 Self-closing fire doors must never be propped open.

12. Toilets

- 12.1 All toilets are inspected, waste bins emptied and paper towels and toilet rolls re-supplied as required every other day. Toilets 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 XXXX

14. Risk Assessments

- 14.1 Risk assessment inspections take place annually to monitor the effectiveness of the Health and Safety Policy, and the safety of our equipment and electrical devices. This includes the Food Safety & Hygiene Risk Assessment. The Health & Safety Officer, together with his deputy and one Trustee will carry out the inspection in January. A report and recommendations are given to the Deacons for action and followed up.