



Health and Safety Policy

14 May 2017

Version: 8

Notes:

- Policy based on the guidelines provided in the Ecclesiastical Insurance Church Health & Safety Guidelines
- Churches are not exempt from Health & Safety legislation. Local Authority Environmental Health Officers are specifically charged with enforcing Health & Safety legislation in churches.
- The law only requires those who employ five or more people to have a written Health & Safety policy. However, the Health & Safety Executive have advised that it is good practice for volunteers to be provided with the same level of Health & Safety training and protection as if they were employees. It should be noted that with the appointment of the new Parish Centre Manager we now have five employees.
- Ecclesiastical Insurance suggest someone is appointed with responsibility for H&S and possibly for a subcommittee under the guidance of the PCC to be responsible for the application of the H&S policy
- It is recommended that all hazardous activities undertaken have a written procedure – risk assessments need to be undertaken to identify and help decide on areas where procedures are needed.
- The law only requires written risk assessments where five or more people are employed, and then only the significant findings have to be recorded. However, it is still considered good practice to carry out systematic risk assessments for each part of the church and each activity.

Rev	Description	By	Date	Approved by
4	First issue approved by PCC and signed off by Vicar	L.Prescott	Sept 2011	PCC
5	Names of Wardens updated	L.Prescott	Nov 2012	LP
6	Various updates following meetings with H&S Reps and inspections.	L.Prescott	27 Nov 2013	PCC, Rev P Hardingham
7	Various Updates	A Hardingham	Oct 2016	
8	Update to Section C1 para 3: Electrical Safety and Section C2 para 3: Electrical Safety based on PCC discussions March 2017. Minor formatting corrections. Addition of specialist AV Health and Safety representative in Section B. Updated approval and review dates.	E Winstanley	April 2017	

Health and Safety Policy for the Parish of St Peter's Halliwell, Bolton

Parish of St. Peter's Halliwell, Bolton
St. Peter's Parish Office
347 Church Road
Bolton
BL1 5RR
Tel: 01204 849411
Email: office@stpetersparish.info

Date of Policy: September 2011

Reviewed: 18 May 2017

Next Review Date: May 2019 (or sooner if needed)

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

The policy is in three sections:

- Section A** – General statement of policy
- Section B** – Organisation and responsibilities
- Section C** – Arrangements

Note: Instructions and guidance are in blue type

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 the overall arrangements for Health & Safety.

Section A: General Statement of Policy

Our policy, so 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 allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

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 & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all meetings of the Parochial Church Council, and

sub committees (including the Leadership Teams of each church) where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Signed

Date

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Vicar

Date Approved by PCC:

Reviewed 18 May 2017

Next Review date: May 2019 (EI recommends the policy is reviewed at regular intervals dependent on the level of activities and the extent of change. If high level of activity an annual review is recommended, with a minimum review time of five years).

Section B: Organisation and Responsibilities

Responsibility of the Vicar

Overall responsibility for Health & Safety is that of the Vicar, the Revd Paul Hardingham, who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Mr Paul Gray

Mr Brian Johnson

Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

The PCC has appointed Andrew Hardingham to oversee the policy is being complied with across the parish, and to report back to PCC.

Responsibility of the Health & Safety Team

The following carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Health and Safety Officer: Andrew Hardingham

Health and Safety Representatives

- St Peters Church: Andrew Hardingham
- St Peters Church and Parish Centre (AV Equipment only): Elian Winstanley
- Smithills Church: Michael Baines
- Barrowbridge: Jeff Allen
- St Andrews: Steve Walsh
- Parish Centre: Amanda Blease (Parish Centre Manager)
- The Church Wardens (Brian Johnson and Paul Gray)

The responsibility of the Health & Safety Officer and Health and Safety Representatives shall be to:

1. Keep and maintain up to date a copy of the Health & Safety Policy in the designated place as follows:
 - a) St Peters Church – in the Church Office
 - b) St Peters Parish Centre – in the Parish Office
 - c) Hope Centre – in the office
 - d) Barrow Bridge – in the kitchen
 - e) Smithills Chapel – in the cupboard by the entrance
 - f) St Peters School – in the Parish Kitchen
2. be familiar with Health & Safety Regulations as far as they concern church premises;

3. be familiar with the Health & Safety policy and arrangements and ensure they are observed;
4. ensure so far as is reasonably practicable, that safe systems of work are in place;
5. ensure that Risk Assessments (Forms HSF2) are completed where necessary by group leaders, event organisers, etc and reviewed at least annually. Risk Assessments are to be kept with the Health & Safety Policy;
6. ensure the church and hall, if applicable, are clean and tidy;
7. ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut;
8. ensure that safety equipment and clothing is provided and used by all personnel where this is required;
9. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
10. ensure that adequate access and egress is maintained;
11. ensure adequate firefighting equipment is available and maintained;
12. ensure that food hygiene regulations and procedures are observed.

Responsibility of Group Leaders, Service Leaders and Event Organisers-

Generally, it is the responsibility of group leaders, service leaders and event organisers to ensure that their meetings/events are conducted in a safe manner. This involves but is not limited to:

1. Ensuring accesses are clear should evacuation be necessary;
2. All electrical equipment, e.g. sound systems, have been wired up so as not to compromise safety;
3. Any gates or doors on exit routes are unlocked and clear;
4. Everything is left safe and tidy at the conclusion of the meeting/event.
5. Providing and reviewing at least annually risk assessments as required by the Health and Safety Officer.

Responsibility of the Employees and Voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

Responsible persons

The following are responsible for safety in particular areas:

1. By activity

Activity	H&S Arrangements Reference	Responsible Person
Accident book/Accident reporting	1	Health & Safety Team Representatives
Fire Extinguishers	2.1	Health & Safety Team Representatives
Emergency Evacuation	2.4	Health & Safety Team Representatives
Portable electrical appliances	3.1	Health & Safety Team Representatives
Fixed electrical system	3.4	Health & Safety Team Representatives
Gas equipment	4	Church Wardens/Parish Centre Manager/H&S Team representatives
Hazardous substances	5	Health & Safety Team Representatives
Plant and machinery	6	Health & Safety Team Representatives
Condition of floors and stairs	7.1	Health & Safety Team Representatives
Condition of churchyard	7.2	Church Wardens and Health & Safety Team representative
Light bulb changing	8	Health & Safety Team Representatives
Working at high levels	9	Health & Safety Team Representatives
Food preparation	10	Health & Safety Team Representatives
Manual handling	11	Health & Safety Team Representatives
Display screen equipment	12	Health & Safety Team Representatives
Building defects/glazing	13	Health & Safety Team Representatives
Child protection/ Youthwork.	14	Youth Minister (Sarah Saxon)
Personal safety	15	Health & Safety Team Representatives
Outings	16.1	PCC to approve Health & Safety Team to oversee risk assessment
Bell ringing	16.3	Keith Forrester
Contractors	17	Churchwardens/Parish Centre Manager
Choirs/music		St Peters – Chris Winstanley St Andrews – Service Leader Smithills – Alison Clarke Barrow Bridge – Keith Forrester
Health & Safety training		Health and Safety Officer



Accident and Witness Report form (HSF1)

This form should be used for the recording of all accidents, injuries and dangerous occurrences whether or not they need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and should be completed in addition to the Statutory Accident book.

Accident and Incident books can be found in the following locations:

St. Peter's Parish Centre	On the reception desk	
St. Peter's Parish Church	In the kitchen under the First Aid Box	
Hope Centre	Ground floor kitchen by microwave oven	
Smithills Chapel	Chapel Cupboard next to entrance	
St Peters School	Parish Kitchen	
Barrow Bridge	In the kitchen under First Aid Box	

The form should be completed as soon as possible after the occurrence. All details should then be checked by a senior employee, church warden or vicar. To comply with the Data Protection Act 1998 personal details must be kept confidential.

If there were any witnesses to the accident, they should complete witness statements as soon as possible after the occurrence.

1. Description of the Organisation

Name of organisation:	Parish of St. Peter's Halliwell, Bolton
Address of organisation:	St. Peter's Parish Office 347 Church Road Bolton
Postcode:	BL1 5RR
Telephone:	01204 849411
Email:	office@stpetersparish.info

2. Description of the Accident

Full name of person injured:	
Home address:	
Postcode:	
Telephone:	

Email:	
Date of birth:	
Tick appropriate box:	Employee <input type="checkbox"/>
	Resident <input type="checkbox"/>
	Visitor <input type="checkbox"/>
	Other <input type="checkbox"/> Please specify _____

Date of occurrence:		Time of occurrence:	
Place of occurrence:			
Full description of the accident circumstances, including a description of any apparatus or equipment involved			
Full description of any injuries suffered and treatment given			

3. Employment Details

If injured person was an employee this section is to be completed by the employee's Manager or Senior employee.

State nature of injured person's employment
Was (s)he on or off duty at the time?
If on duty did (s)he after the occurrence continue to work or go off duty?
If (s)he went off duty at what time and for how long?

I/we confirm that as far as I am/we are aware the above details including the description of the accident are true and complete.

Signed (on behalf of the Owner/Company)		Print Name	
Date:		Position:	

Any apparatus or equipment involved must be retained for inspection. See below for signed witness statements.

4. Statement by witness 1

Date:			
Signed		Print Name	
Address		Postcode	

5. Statement by witness 2

Date:			
Signed		Print Name	
Address		Postcode	

6. Statement by witness 3

Date:			
Signed		Print Name	
Address		Postcode	

To comply with the Data Protection Act 1998 (DPA) personal details will be kept confidential. When completed these forms will be stored securely.

When completed this form should be returned to the Parish Office for the attention of the Churchwardens/Health and Safety Representative.

Note: this form is not a substitute for the Statutory Accident book record BI 510 and should be completed in addition.

Based on Ecclesiastical Insurance Accident Reporting and Witness Report Form

Section C: Arrangements

This section is split into the following sub-sections:

- C1 – St Peters Church
- C2 – St Peters Parish Centre
- C3 – Hope Centre
- C4 – Barrow Bridge
- C5 – Smithills Chapel
- C6 – St Peters School

Each of these sub-sections will lodge with the building concerned and a copy of each will be included in the overall Health & Safety Policy.

Section C1 – Arrangements – St Peters Church

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, members of the congregation, visitors and contractors.

1. Accidents and First Aid

There is a First Aid box which is located in the kitchen. The accident book is located in a clearly marked folder in the kitchen under the First Aid box.

Trained/qualified first aiders for the St. Peter's Church are: None
Church Wardens and Senior Sidespersons will act as the appointed persons. They will take charge of first aid arrangements, such as obtaining the first box and calling an ambulance in an emergency. They will identify if any trained first aiders are available to assist and will support them.

In the event of an accident or incident the details should be entered into the appropriate accident book and a Parish Accident and Witness Report Form (HSF1) completed if deemed necessary. This Witness Report Form needs to be completed at the time of the accident and returned to the Church Wardens or the Health and Safety Representative for the Church. The Health and Safety Representative will advise our insurers of any incidents or accidents.

If St. Peter's Church is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed by the Health and Safety Officer/Representative.

RIDDOR Reporting of Injuries

These accidents will be reported by the Churchwardens

Fatal accidents, major injuries and dangerous, occurrences must be reported immediately by the Churchwardens by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or nonemployees including volunteers
- Major injuries to employees (this Fractures, Amputation, permanent loss of sight or reduction in sight, Any crush injury to the head or torso, causing damage to the brain or internal organs, Any burn injury (including scalding), Any degree of scalping requiring hospital treatment, Any loss of consciousness caused by head injury or

asphyxia, Any other injury arising from working in an enclosed space) and any accident that causes more than seven consecutive days off work)

- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment

2. Fire 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:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & Safety risk assessments. (A specimen Fire risk assessment form is included in the enclosures)
- 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 and fire exit signage.
- To provide reasonable firefighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- 2 at the front of church on the right-hand side facing the vestry.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
1 at the back of church – right hand side near the stairs.	Water (9ltr)
2 at the front of church on the right-hand side facing the vestry.	AFFF Foam Spray (6ltr) CO2 (2kg)
1 in the bell tower	Powder (2kg)
2 in the balcony on the wall by the side of the entrance to the bell tower.	AFFF Foam Spray (3ltr) CO2 (2kg)
2 on the wall by the gents' toilets.	AFFF Foam Spray (6ltr) CO2 (2kg)
1 in the cleaning cupboard	Powder (2kg)
1 on the wall to the left when entering the kitchen plus a fire blanket next to it.	Powder (2kg) fire blanket model K75
1 on the back wall in the lounge by the door which goes through to the church.	AFFF Foam Spray (6ltr)
1 under the organ pipes next to AV desk	CO2 (2kg)

The extinguishers noted above are checked every 3 months by the appointed health and safety representative to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually (usually in March). They were last serviced in March 2016 by Lee Rawson of AA Fire Security, 69 Rawson Road, Bolton, BL1 4JQ (See Folder: Parish Centre Fire Related Documents).

2.2 Fire alarm system

The church doesn't have a fire alarm system, with no smoke detection or call points. This is to be reviewed alongside the latest fire risk assessment review.

2.3 Other fire protection equipment

Fire blankets: These are checked on a regular basis by those using kitchen and the appointed health and safety representative to ensure that they are still in place and have not been discharged.

2.4 Evacuation procedure – St. Peter's Church

In the event of a fire all persons on the premises should leave the building by the nearest emergency exit. They should then head to the assembly point on Church Rd Playing Fields Car Park.

If it should become necessary to evacuate the premises, the primary concern is the safety of individuals not belongings. No one should re- enter the premises until the all clear has been given by either a member of the Fire Service or the leader in charge.

Our procedures for stewarding/evacuation are set out in appendix C1.

2.5 Evacuation drills

Fire evacuation briefings will be carried out for each service and group at least bi-annually. The fire evacuation procedure is relayed by powerpoint presentation at each service periodically. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

1. Immediately raise the alarm, by notifying the churchwardens/ sides person or service leader.
2. If appropriate, telephone the emergency services.
3. Check the building for occupants.
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.
6. Evacuate to the designated assembly point.
7. Ensure clear access for the emergency vehicles.

3 Electrical safety

A list of all our portable electrical appliances is maintained by the Health and Safety Representative.

Plugs, cables and sockets will be inspected at regular intervals by the Health and Safety Representative to ensure that there are no loose connections, worn flex or trailing leads. Any

repairs needed will be reported to the Health and Safety representative or the church wardens for action.

Electrical socket protectors are not to be used in any church premises.

All our portable electrical equipment owned by the church will be PAT tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe, every 4 years. Any unsafe equipment will be either repaired by a competent person in consultation with the Health and Safety representative/Church Warden or safely disposed of.

Annually, a visual inspection will be carried out of the fixed electrical installation by a suitably qualified member of the church with the Health and Safety Representative. Any defects will be reported to the church wardens for action

Every five years, our 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 work will be carried out.

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. 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:

- i. All electrical equipment should be checked visually before use.
- ii. Any faults should be immediately reported to either the building maintenance team or, in the case of AV equipment, to the technical team leader.
- iii. Do not attempt to use the faulty equipment.
- iv. Any repairs should be carried out by a competent person. If, in the opinion of the repairer, electrical safety could have been compromised, the equipment should be PAT-tested before being returned to use.
- v. Any electrical equipment that is brought into the premises (e.g. equipment used by worship groups etc.) should be visually checked for safety by a competent person, normally a Warden, qualified electrician or a member of the AV team. If any defects are observed, they should be repaired by a competent person prior to the equipment being powered up.
- vi. Electrical equipment should be switched off and disconnected when not in use for long periods. Specific exceptions to this may be made by the Wardens on a case by case basis for equipment that is designed to be left on permanently (e.g. network routers)
- vii. As far as possible, flexible cables should be so positioned and so protected that they do not cause a trip hazard and are not subject to mechanical damage. Trailing cables carrying low voltage (e.g. microphone, instrument, loudspeaker and video cables) may be secured by gaffer tape to reduce the possibility of a trip hazard.

All voluntary workers are responsible for their own electrical equipment and to ensure it is safe to use.

4 Gas equipment safety

Our gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer and completes a Landlord Safety Check. This is currently undertaken by Heatingglobal of 14 East Drive, Swinton, Manchester M27 4EH.

Any necessary work required for safety is implemented immediately.

5 Youth Work/Child Protection

The parish employs a full-time Children's/Youth Minister. She is responsible for all Children's/Youth work across the parish.

All activities and trips are risk assessed and these are submitted to the Children's/Youth minister. These are periodically checked by the Health and Safety officer.

For child protection across the parish, this is covered by a separate safeguarding policy, please refer to this for more details.

Appendix C1 Evacuation Procedure – St.Peters Church

- 1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- 2. A check must be made that all doors can be opened
- 3. A nominated steward must be allotted to each door and have responsibility for persons in a specific part of the church:

Area of building	Exit Doors
Church	Main door, door in link corridor
Church Lounge	Door in link corridor

- 4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- 5. If emergency lighting is not available, torches must be available for each steward
- 6. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by a member of clergy or the church warden.
- 7. Persons will assemble at the front of church.
- 8. The emergency services will be contacted immediately by a nominated person using a mobile phone from a safe location outside the building.

Section C2 – Arrangements – St Peters Parish Centre

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. Accidents and First Aid

There are 4 First Aid boxes which are located as follows: On reception desk in Entrance Foyer, on top of fridge in the Ground Floor kitchen, in First Floor Kitchen by entrance door, in store at Captains Clough end of right hand sports hall.

The accident book is located in a clearly marked white folder on the reception desk in the Entrance Foyer.

Trained/qualified first aiders for the Parish Centre are: (decision needs to be made on this – should external training be provided by the church for key people and group representatives e.g. Manager, Caretaker, The Well, Open Door, Lighthouse, ACE, Ladies Fellowship etc.)

The Parish Centre Manager, Office manager and caretaker will act as the appointed persons. They will take charge of first aid arrangements, such as looking after the first aid kit and calling an ambulance in an emergency. They will identify if any trained first aiders are available to assist.

If any of the above aren't present, it is the responsibility of the persons in charge of any group to fulfil this responsibility.

In the event of an accident or incident the details should be entered into the appropriate accident book and a Parish Accident and Witness Report Form (HSF1) completed if deemed necessary. This Witness Report Form needs to be completed at the time of the accident and returned to the Parish Office marked for the attention of the Health and Safety Representative for the Parish Centre. The Health and Safety Representative will advise our insurers of any incidents or accidents.

If the Parish Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed by the Health and Safety Representative.

RIDDOR Reporting of Injuries

These accidents will be reported by the Churchwardens

Fatal accidents, major injuries and dangerous, occurrences must be reported immediately by the Churchwardens by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or nonemployees including volunteers
- Major injuries to employees (this Fractures, Amputation, permanent loss of sight or reduction in sight, Any crush injury to the head or torso, causing damage to the brain or internal organs, Any burn injury (including scalding), Any degree of scalping requiring hospital treatment, Any loss of consciousness caused by head injury or asphyxia, Any other injury arising from working in an enclosed space) and any accident that causes more than seven consecutive days off work)
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment

2. Fire 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:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & Safety risk assessments. (A specimen Fire risk assessment form is included in the enclosures)
- 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 and fire exit signage.
- 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 our 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

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Entrance Foyer – outside Disabled Toilet	AFFF Foam Spray (6ltr) and CO2 (2kg)
Jubilee Room – outside main entrance	AFFF Foam Spray (6ltr) and CO2 (2kg)
Fire Exit Door – between Lounge and Jubilee Room	Water (9ltr)
Ground Floor Kitchen – next to main serving hatch	Powder (2kg) and Fire Blanket
Main Staircase – at base next to fire exit	Water (9ltr)
The Hall – outside main entrance	AFFF Foam Spray (6ltr)
Upstairs Foyer – outside drinks kitchen	CO2 (2kg)
Quiet Room – outside entrance	AFFF Foam Spray (6ltr)
Fire Exit Corridor – between Hall and CAP Centre	AFFF Foam Spray (6ltr)
Plant Room – top of staircase	Powder (4kg)

The extinguishers noted above are checked every week by the appointed health and safety representative to ensure that they are still in place and have not been discharged. The extinguishers noted above are checked annually (usually in March).

They were last serviced in March 2016 by Lee Rawson of AA Fire Security, 69 Rawson Road, Bolton, BL1 4JQ (See Folder: Parish Centre Fire Related Documents).

2.2 Fire alarm system

The central fire alarm system is routinely serviced every 6 months by Automatic Alarms Ltd, 9 Kenyon Business Park, Pilkington Street, Bolton, BL3 6HL. It is the responsibility of the Health and Safety representative to ensure that these services are undertaken. (See Folder: Parish Centre Related Fire Documents).

2.3 Other fire protection equipment

Fire blankets: These are checked every week by the appointed health and safety representative to ensure that they are still in place and have not been discharged.

2.4 Evacuation procedure – St. Peter’s Parish Centre

In the event that the fire alarm goes off all persons on the premises should leave the building by the nearest emergency exit. They should then head to the assembly point which is on Church Road playing fields on Captains Clough Road.

If it should become necessary to evacuate the premises, the primary concern is the safety of individuals not belonging. No one should re- enter the premises until the all clear has been given by either a member of the Fire Service or the leader in charge.

2.7 Evacuation drills

Fire evacuation briefings for each group using the Centre will be carried out at least annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.8 If you discover a fire (no matter how small)

1. Immediately raise the alarm by the nearest fire alarm break glass call point.
2. If appropriate, telephone the emergency services.
3. Check the building for occupants.
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.
6. Evacuate to the designated assembly point.
7. Ensure clear access for the emergency vehicles.

3 Electrical safety

A list of all our portable electrical appliances is maintained by the Health and Safety Representative.

Plugs, cables and sockets will be inspected at regular intervals by the Health and Safety Representative to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed, will be reported to the Health and Safety representative to refer to the church wardens for action.

Electrical socket protectors are not to be used on any church premises.

All our portable electrical equipment owned by the church will be PAT tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe, every 4 years. Any unsafe equipment will be either repaired by a competent person in consultation with the Health and Safety representative/Church Warden or safely disposed of.

Annually a visual inspection will be carried out of the fixed electrical installation by a suitably qualified member of the church with the Health and Safety Representative. Any defects will be reported to the church wardens for action

Every five years, our 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 work will be carried out

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. 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:

- i. All electrical equipment should be checked visually before use.
- ii. Any faults should be immediately reported to either the building maintenance team or, in the case of AV equipment, to the technical team leader.
- iii. Do not attempt to use the faulty equipment.
- iv. Any repairs should be carried out by a competent person. If, in the opinion of the repairer, electrical safety could have been compromised, the equipment should be PAT-tested before being returned to use.
- v. Any electrical equipment that is brought into the premises (e.g. equipment used by worship groups etc.) should be visually checked for safety by a competent person, normally a Warden, qualified electrician or a member of the AV team. If any defects are observed, they should be repaired by a competent person prior to the equipment being powered up.
- vi. Electrical equipment should be switched off and disconnected when not in use for long periods. Specific exceptions to this may be made by the Wardens on a case by case basis for equipment that is designed to be left on permanently (e.g. network routers)
- vii. As far as possible, flexible cables should be so positioned and so protected that they do not cause a trip hazard and are not subject to mechanical damage. Trailing cables

carrying low voltage (e.g. microphone, instrument, loudspeaker and video cables) may be secured by gaffer tape to reduce the possibility of a trip hazard.

All voluntary workers are responsible for their own electrical equipment and to ensure it is safe to use.

3.1 The Passenger Lift-

The Aritco Electric Passenger lift is installed on the Ground Floor of the Parish Centre at the base of the main staircase to the 1st Floor. The lift is under contract and serviced twice a year by Total Lift Care Limited, Suite 6, The Shakespeare Centre, 45-51 Shakespeare Street, Southport, PR8 5AB.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals. A thorough examination should be carried at by a competent person ever 6 months.

4 Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer. Any necessary work required for safety is implemented immediately.

5 Mini Bus

The parish owns and operates a mini bus. This is owned by the church. It is kept overnight in the parish centre car park. It is MOT'd yearly, fully insured and is serviced annually. It is taken out of use and repaired if any faults or defects are found. Members of the parish and outside organisations are able to hire the minibus. Anyone driving the mini bus must be 25 years old and not more than 70 years old. Driving licence's are checked before anyone is permitted to use the vehicle.

Appendix C2 Evacuation Procedure – St Peter's Parish Centre

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
2. A check must be made that all doors can be opened
3. Each group using the Centre should nominate stewards to be allotted to each door and have responsibility for persons in a specific part of the Parish Centre:

Area of building	Exit Doors
Ground Floor	Bottom of main staircase accessed from Entrance Foyer
Ground Floor	Bottom of staircase between Lounge and Jubilee Room, leading from The Hall on First Floor

Ground Floor	Bottom of staircase leading from The Hall on First Floor (not accessible from any rooms on Ground Floor)
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4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
5. Emergency lighting is available.
6. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by a member of clergy/church warden/Health and Safety representative
7. Persons will assemble in the Church Road School car park. The group leader is responsible for ensuring that the gate to the School car park is unlocked and that it is relocked when the Centre is closed.
8. The emergency services will be contacted immediately by a nominated person using a mobile phone from a safe location outside the building.

Section C3 – Arrangements – Hope Centre

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. Accidents and First Aid

First Aid box is located in the Ground Floor Kitchen beside the microwave oven.

A second first aid box is to be located in the downstairs kitchen.

The accident book is located in the Ground Floor Kitchen beside the First Aid Box.

Service/group leaders will act as the appointed person to identify those who will be responsible when first aid is necessary. Wherever possible, these should be qualified first aiders.

In the event of an accident or incident the details should be entered into the appropriate accident book and a Parish Accident and Witness Report Form (HSF1) completed if deemed necessary.

This Witness Report Form needs to be completed at the time of the accident and returned to the Parish Office marked for the attention of the Churchwardens/Health and Safety Representative. The Churchwardens/Health and Safety Representative will advise our insurers of any incidents or accidents.

If the Hope Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed by the Health and Safety Representative.

RIDDOR Reporting of Injuries

These accidents will be reported by the Churchwardens

Fatal accidents, major injuries and dangerous, occurrences must be reported immediately by the Churchwardens by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or nonemployees including volunteers
- Major injuries to employees (this Fractures, Amputation, permanent loss of sight or reduction in sight, Any crush injury to the head or torso, causing damage to the brain or internal organs, Any burn injury (including scalding), Any degree of scalping requiring hospital treatment, Any loss of consciousness caused by head injury or asphyxia, Any other injury arising from working in an enclosed space) and any accident that causes more than seven consecutive days off work)
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment

2. Fire 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:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & Safety risk assessments. (A specimen Fire risk assessment form is included in the enclosures)
- 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 and fire exit signage.
- 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 our 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

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Emergency exit by ground floor kitchen	Water
Ground floor Kitchen	CO2 + Fire Blanket
Office	CO2
Downstairs Kitchen	CO2 + Fire Blanket
Bottom of Stairs Area	2 Water one wall mounted one free standing
Main Room (downstairs)	Water wall mounted by fire exit door
Main Room (downstairs)	CO2 wall mounted centrally left hand side

The extinguishers noted above are checked every 3 months by the appointed health and safety representative to ensure that they are still in place and have not been discharged. The extinguishers noted above are checked annually by Lee Rawson of AA Fire Security, 69 Rawson Road, Bolton, BL1 4JQ.

2.2 Fire alarm system

The central fire alarm system is routinely serviced every 6 months by Automatic Alarms Ltd, 9 Kenyon Business Park, Pilkington Street, Bolton, BL3 6HL.

a. Other fire protection equipment

Fire blankets: Checked 3 monthly by Health and Safety Representative.

b. Evacuation procedure – St. Andrews Church / Hope Centre

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
2. A check must be made that all doors can be opened
3. In the event that the fire alarm goes off all persons on the premises should leave the building by the nearest emergency exit. There are three emergency exits as follows:
 - i) Front door

ii) Door from ground floor into garden at rear of St. Andrews House
iii) Door from basement into garden at rear of St. Andrews House

There are gates at the end of the passageway between St. Andrews House and The Church and from the garden at the opposite side of St. Andrews House. A "break glass to take key" system is to be installed at each of the two doors into the garden so that the gates can be unlocked in emergency.

4. Each group using the Centre should identify who is responsible for ensuring the safe evacuation of the building.
5. Responsibility for using each fire extinguisher will be allotted to named persons.
6. Emergency lighting is available.
7. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the service/group leader.
8. The emergency services will be contacted immediately by a nominated person using a mobile phone from a safe location outside the building.
9. People should gather on the pavement as far away from the building as possible towards St. Andrews house, on Tattersall Avenue.

If it should become necessary to evacuate the premises, the primary concern is the safety of individuals not belonging.

No one should re enter the premises until the all clear has been given by either a member of the Fire Service or the leader in charge.

c. Evacuation drills

The fire evacuation procedure is relayed by PowerPoint presentation at the beginning of each service. This presentation is also to be made available to other groups including outside groups to be given at least annually to these groups. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

d. If you discover a fire (no matter how small)

1. Immediately raise the alarm by nearest Fire alarm break glass call point.
2. If appropriate, telephone the emergency services.
3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.
6. Evacuate to the designated assembly point.
7. Ensure clear access for the emergency vehicles.

3 Electrical safety

A list of all our portable electrical appliances is maintained by the Health and Safety Representative.

Plugs, cables and sockets will be inspected at regular intervals by the Health and Safety Representative to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed, will be reported to the Health and Safety representative to refer to the church wardens for action.

All our portable electrical equipment owned by the church will be PAT tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to

ensure that all appliances are safe, every 4 years. Any unsafe equipment will be safely disposed of.

Annually a visual inspection will be carried out of the fixed electrical installation by a suitably qualified member of the church with the Health and Safety Representative. Any defects will be reported to the church wardens for action

Every five years, our 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 work will be carried out

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
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:

- (vi) Visually check all electrical equipment before use.
- (vii) Report all faults immediately to the building maintenance team.
- (viii) Do not attempt to use or repair faulty equipment.
- (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
- (ix) Electrical equipment should be switched off and disconnected when not in use for long periods.
- (x) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

All voluntary works are responsible for their own electrical equipment and to ensure it is safe to use.

4 Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer and completes a Landlord Safety Check. This is currently undertaken by Heatinglobal 14 East Drive Swinton Manchester M27 4EH

Any necessary work required for safety is implemented immediately.

Section C4 –Arrangements – Barrow Bridge

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1 Accidents and First Aid

First Aid box is located in: The Kitchen adjacent to the telephone

Trained/qualified First Aiders are: Steve Forrester
Caroline Bowers

Sidespersons will act as the appointed persons. They will take charge of first aid arrangements, such as obtaining the first box and calling an ambulance in an emergency. They will identify if any trained first aiders are available to assist and will support them.

The accident book is located in: Above the First Aid Box

In the event of an accident or incident the details should be entered into the appropriate accident book and a Parish Accident and Witness Report Form (HSF1) completed. This needs to be completed at the time of the accident and returned to the Parish Office marked for the attention of the Churchwardens/Health and Safety Representative. The Churchwardens/Health and Safety Representative will advise our insurers of any incidents or accidents.

If Barrow Bridge is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed by the Churchwardens/Health and Safety Representative.

RIDDOR Reporting of Injuries

These accidents will be reported by the responsible person (in this case the Churchwardens/Health and Safety Representative).

Fatal accidents, major injuries and dangerous, occurrences must be reported immediately by the Churchwardens/Health and Safety Representative by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

- Any fatality to employees or nonemployees including volunteers
- Major injuries to employees (this Fractures, Amputation, permanent loss of sight or reduction in sight, Any crush injury to the head or torso, causing damage to the brain or internal organs, Any burn injury (including scalding), Any degree of scalping

requiring hospital treatment, Any loss of consciousness caused by head injury or asphyxia, Any other injury arising from working in an enclosed space) and any accident that causes more than seven consecutive days off work)

- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment

2 Fire 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:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & Safety risk assessments. (A specimen Fire risk assessment form is included in the enclosures)
- 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 and fire exit signage
- To provide reasonable fire fighting equipment
- A check that those in the building know what to do if there is a fire
- To ensure that there is a person(s) on duty at every service who knows the fire drill
- Persons are identified who know where the fire extinguishers and first aid kits are located
- Such persons know where the fire exits are and how to operate them and any other emergency routes out and check they are in working order
- The fire drill will be explained to the congregation at regular intervals not exceeding 6 months
- A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a qualified company

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Worship Room – rear of piano	Water
Kitchen – above telephone	Dry Powder + 1 No. Fire Blanket
Rear Meeting Room – adjacent to fire door exit	Foam Spray

The extinguishers noted above are checked every 3 months by the appointed health and safety representative to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by qualified outside contractors.

2.2 Fire alarm system

The Health and Safety Officer will check the fire alarms and smoke detectors on a regular basis and a minimum of once per year. Batteries will be replaced as necessary and if further maintenance is required a suitably qualified company will be employed.

a. Evacuation procedure

Our procedures for stewarding/evacuation are set out in appendix C4. The evacuation procedure will be explained regularly to the congregation at least every 6 months and if considered necessary, evacuation drills will be held. Escape routes will be identified and the congregation asked to ensure that they are familiar with their nearest escape route.

b. If you discover a fire (no matter how small)

- 1) Immediately raise the alarm
- 2) Telephone the emergency services if appropriate
- 3) Check the building for occupants
- 4) Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
- 5) If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
- 6) Evacuate to the designated assembly point
- 7) Ensure clear access for the emergency vehicles

3 Electrical safety

A list of all our portable electrical appliances is maintained by the Health and Safety Representative.

Plugs, cables and sockets will be inspected at regular intervals by the Health and Safety Representative to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed, will be reported to the Health and Safety representative to refer to the church wardens for action.

Electrical socket protectors are not to be used on any church premises.

All our portable electrical equipment owned by the church will be PAT tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe, every 4 years. Any unsafe equipment will be safely disposed of.

Annually a visual inspection will be carried out of the fixed electrical installation by a suitably qualified member of the church with the Health and Safety Representative. Any defects will be reported to the church wardens for action

Every five years, our 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 work will be carried out

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

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:

- (xi) Visually check all electrical equipment before use.
- (xii) Report all faults immediately to the building maintenance team.
- (xiii) Do not attempt to use or repair faulty equipment.
- (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
- (xiv) Electrical equipment should be switched off and disconnected when not in use for long periods.
- (xv) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

All voluntary works are responsible for their own electrical equipment and to ensure it is safe to use.

4. Gas equipment safety

The gas boiler is maintained and checked annually by a suitably qualified contractor.

Any necessary work to be notified and carried out immediately.

Appendix C4 Evacuation Procedure – Barrow Bridge

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
2. A check must be made that all doors can be opened
3. In the event of the fire alarm being raised all persons in the building should leave by their nearest available exits.
 - (i) Via the main door and across the bridge on to Barrow Bridge Road
 - (ii) Via the rear meeting room fire door exit, then left through the gate into the adjoining property's garden.
4. When clear of the building, everyone should then assemble at the bus terminus.
5. Designated Wardens will be on duty who will assist and direct people to their nearest emergency exit. They are also aware of the location of all fire fighting equipment and procedures to ensure a speedy organised exit.
6. If it becomes necessary to evacuate the premises, the main priority is the safety of individuals, not property or personal belongings.
7. Never re-enter the building until the all clear has been given by either the Fire Service or persons in charge.
8. The motto should always be "GET OUT AND STAY OUT"
9. The emergency services will be contacted immediately by a nominated person using a mobile phone from a place of safety outside the building. The nominated persons are: Jeff Allen, Steve Forrester and in their absence the persons appointed to the Sound Desk or the Door.

Section C5 – Arrangements – Smithills Chapel

Smithills Chapel is covered by the Health and Safety Policy of Smithills Hall prepared by Bolton Council and this document relates solely to the activities of the Smithills Fellowship within the building. This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of members of the congregation and visitors.

1 Accidents and First Aid

First Aid box is located in: Chapel Cupboard

Sidespersons / service leaders will act as the appointed persons. They will take charge of first aid arrangements, such as obtaining the first box and calling an ambulance in an emergency. They will identify if any trained first aiders are available to assist and will support them.

The accident book is located in: Chapel Cupboard

In the event of an accident or incident the details should be entered into the appropriate accident book and a Parish Accident and Witness Report Form (HSF1) completed. This needs to be completed at the time of the accident and returned to the Parish Office marked for the attention of the Churchwardens/Health and Safety Representative. The Churchwardens/Health and Safety Representative will advise our insurers of any incidents or accidents.

Accident books and accident records are regularly reviewed by the Smithills Leadership Representatives.

RIDDOR Reporting of Injuries

These accidents will be reported by the responsible person (in this case the Smithills Leadership Team)

Fatal accidents, major injuries and dangerous, occurrences must be reported immediately by the Smithills Leadership Representatives by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or nonemployees including volunteers

- Major injuries to employees (this Fractures, Amputation, permanent loss of sight or reduction in sight, Any crush injury to the head or torso, causing damage to the brain or internal organs, Any burn injury (including scalding), Any degree of scalping requiring hospital treatment, Any loss of consciousness caused by head injury or asphyxia, Any other injury arising from working in an enclosed space) and any accident that causes more than seven consecutive days off work)
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment

2 Fire Safety

Fire Safety Policy is specified within the Smithills Hall Health and Safety Policy. The Smithills Fellowship accepts responsibility to:

- A check that those in the building know what to do if there is a fire
- A regular check that our firefighting 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

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Entrance to Chapel	Chubb Foam 6 Litre

The extinguishers noted above are checked every 3 Months by the Smithills Leadership representatives to ensure that they are still in place and have not been discharged.

2.2 Fire alarm system

The Smithills Hall alarm system is checked every week by the full time staff of Smithills Hall.

a) Other fire protection equipment

No other Equipment is available within the area used by Smithills Fellowship.

b) Evacuation procedure

Our procedures for stewarding/evacuation are set out in appendix C5.

c) Evacuation drills/briefings

Fire evacuation briefings will be carried out at least annually. Additional briefings will be given for special occasions e.g. weddings, baptisms as necessary. They will ensure that all persons are familiar with escape routes and ensure these are kept clear and unobstructed.

d) If you discover a fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services if appropriate

3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

3 Electrical safety

A list of all our portable electrical appliances is maintained by the the AV Team. Electrical socket protectors are not to be used on any church premises.

Every month 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 needed will be reported to Smithills Leadership for action.

All our portable electrical equipment will be PAT tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe, every 4 years. Any unsafe equipment will be safely disposed of.

All employees and voluntary workers must observe the following:

- i) A visual check of all electrical equipment will be done by the AV team before use to ensure all equipment is safe
- ii) Electrical equipment should be switched off and disconnected after use and put into storage before next use.
- iii) Flexible cables should be so positioned and protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

All voluntary workers are responsible for their own electrical equipment and to ensure it is safe to use.

4 Gas equipment safety

Gas equipment is the responsibility of Smithills Hall.

Appendix C5 Evacuation Procedure – Smithills Chapel

- 1) All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- 2) A check must be made that all doors can be opened.
- 3) The welcoming team will be responsible for manning each door and have responsibility for persons in a specific part of the school.

Area of building	Exit Doors
Smithills Chapel	At the Rear of Chapel Clearly marked

- 4) The leadership team ensures that sufficient persons are available who can use the fire extinguishers.
- 5) Emergency lighting is available.
- 6) In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the service/group leader.
- 7) Persons will assemble in the grounds outside next to the Chapel.
- 8) The emergency services will be contacted immediately by a nominated person using a mobile phone outside the building.

Section C6 – Arrangements – St Peters School

St. Peter's School is covered by its own Health and Safety Policy and this document relates solely to the activities of the Smithills Fellowship within the building. This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of members of the congregation and visitors.

1 Accidents and First Aid

First Aid box is located in: The Kitchen

Sidespersons / service leaders will act as the appointed persons. They will take charge of first aid arrangements, such as obtaining the first box and calling an ambulance in an emergency. They will identify if any trained first aiders are available to assist and will support them.

The accident book is located in: Parish Kitchen

In the event of an accident or incident the details should be entered into the appropriate accident book and a Parish Accident and Witness Report Form (HSF1) completed. This needs to be completed at the time of the accident and returned to the Parish Office marked for the attention of the Smithills Leadership team. The Churchwardens/Health and Safety Representative will advise our insurers of any incidents or accidents.

Accident books and accident records are regularly reviewed by the Smithills Leadership Representatives.

RIDDOR Reporting of Injuries

These accidents will be reported by the responsible person (in this case the Smithills Leadership Representative.)

Fatal accidents, major injuries and dangerous, occurrences must be reported immediately by the Churchwardens by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or nonemployees including volunteers
- Major injuries to employees (this Fractures, Amputation, permanent loss of sight or reduction in sight, Any crush injury to the head or torso, causing damage to the brain or internal organs, Any burn injury (including scalding), Any degree of scalping requiring hospital treatment, Any loss of consciousness caused by head injury or

asphyxia, Any other injury arising from working in an enclosed space) and any accident that causes more than seven consecutive days off work)

- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment

2 Fire Safety

Fire Safety Policy is specified within the St. Peter's School Health and Safety Policy. The Smithills Fellowship accepts responsibility to:

- check that those in the building know what to do if there is a fire
- regularly check that our fire fighting equipment is in place and is serviceable.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
School areas of Hall	Chubb Foam 6 Litre (2 No.)
Corridor	Chubb Foam 6 Litre (1 No.)
Parish Kitchen	CO2 and Fire Blanket

The extinguishers noted above are checked every 3 Months by the Smithills Leadership representative to ensure that they are still in place and have not been discharged.

2.2 Fire alarm system

The school is responsible for the maintenance and operation of the Fire Alarm system.

a. Other fire protection equipment

All Equipment is checked by School Caretaker manager every month.

b. Evacuation procedure

Our procedures for stewarding/evacuation are set out in appendix C6.

c. Evacuation drills/briefings

Fire evacuation procedures will be displayed at the start of meetings/services. These ensure that attendees are familiar with escape routes and ensure that these are kept clear and unobstructed.

d. If you discover a fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services if appropriate
3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk

5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

3 Electrical safety

A list of all our portable electrical appliances is maintained by the A V Team.

Electrical socket protectors are not to be used on any church premises.

Every month 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 needed will be reported to Smithills Leadership for action.

All our portable electrical equipment will be PAT tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe every 4 years.. Any unsafe equipment will be safely disposed of.

All employees and voluntary workers must observe the following:

- i) A visual check of all electrical equipment will be done by the AV team before use to ensure all equipment is safe
- ii) Electrical equipment should be switched off and disconnected after use and put into storage before next use.
- iii) Flexible cables should be so positioned and protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

All voluntary works are responsible for their own electrical equipment and to ensure it is safe to use.

4 Gas equipment safety

Gas equipment is the responsibility of St. Peter's School.

Appendix C6 Evacuation Procedure – St Peters School

- 9) All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- 10) A check must be made that all doors can be opened
- 11) The welcoming team will be responsible for manning each door and have responsibility for persons in a specific part of the school:

Area of building	Exit Doors
Hall	Clearly marked both doors to be used
Year 3 and Corridor	Clearly marked use the door by the hall and assemble on the playground

- 12) The leadership team ensures that sufficient persons are available who can use the fire extinguishers.
- 13) Emergency lighting is available.
- 14) In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the service/group leader.
- 15) Persons will assemble in the Playground
- 16) The emergency services will be contacted immediately by a nominated person using a mobile phone outside the building.