

NThe King’s Church, Prestwood

Policy Document

Health and Safety Policy

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Responsible person(s)	KCP Trustees
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The following additional policies are relevant to this Health and Safety policy

- KCP Safeguarding Policy
- KCP Risk Management Policy
- Equality Diversity and Inclusion Policy
- Adverse Weather – snow day guidelines

Health and Safety Policy

1. General Statement

The King's Church, Prestwood intends to conform to all relevant legislation regarding health and safety, hygiene and fire regulations in accordance with its obligations, including the Health and Safety at work Act .

- All employees, volunteers and other attendees of the King's Church, Prestwood are required to observe all notices, instructions and procedures relating to health and safety regulations.
- All persons working at King's Church, Prestwood will have the opportunity to discuss health and safety and how it affects their particular role.
- This policy will be reviewed annually by the trustees.

The overall responsibility for health and safety within King's Church, Prestwood is that of the trustees.

The stewards and other leaders will monitor that this policy is carried out at Sunday services and activities convened by the King's Church, Prestwood. The Safeguarding lead will ensure that the Safeguarding Policies are kept up to date and upheld.

2. Risk Assessment

The trustees shall be responsible for ensuring that a risk assessment is carried out annually or earlier if needed to due to changes in circumstances and that action shall be taken to eliminate or reduce any risks identified. This is outlined in the KCP Risk Management Policy.

A written record of the assessment shall be kept by FLAG. The trustees shall ensure that this record is kept up-to-date.

3. Accidents and First Aid

Tact and calm are necessary when dealing with people who have been in an accident or who need first aid. It is important that all are confident about the procedures. Staff and volunteers must be aware of the location of a mobile telephone within the building and be confident in the calling of the emergency services where necessary. All injuries to employees, volunteers and centre users must be recorded in the Accident Book using the standard Accident Report Form. These are placed in the information box along with the Church's First Aid kit. A First Aid box is also available in the Village Hall kitchen. Following an accident, the Health and Safety lead will review any relevant risk assessments and update if necessary.

The church has a designated first aider who is supported by two other designated persons. The name of the designated first aider is communicated to the church and

displayed when we meet. It is the intention to have one of these people present whenever possible during church activities.

4. Control of Substances Hazardous to Health (COSHH)

We will comply with requests from the village hall committee in regard to hazardous substances. The health and safety lead is responsible for ensuring that the necessary assessment forms have been completed and filed.

5. Electrical Equipment

All electrical equipment at the King's Church, Prestwood shall be checked regularly by a qualified electrician and shall be marked with the date of the inspection. Employees and volunteers shall not bring any other electrical equipment into King's Church, Prestwood unless it has been checked or approved.

6. Fire

Regular fire drills will be carried out at King's Church, Prestwood annually. Employees, volunteers and regular attendees of King's Church, Prestwood will be kept advised as to the fire evacuation procedures. These drills will be recorded and a report made to the chair of the village hall trustees. We will comply with advice given by the village hall committee following their visit by the fire office, including no candles, use of non flammable hand sanitiser gel and the request to spray all materials with fire retardant spray. This will include worship flags, bunting, banners, rugs and other materials. All public venues used by the King's Church, Prestwood will be checked for the following:-

- Clear signage
- Actions to be taken in the event of the fire alarm sounding
- Fire extinguishers tested regularly and maintained in good working order
- All fire exits and fire exit routes are kept clear of obstructions

7. Security

During the normal opening hours of King's Church, Prestwood, a designated key holder should normally be in attendance. Enforceable rules are considered necessary to secure an atmosphere within King's Church Prestwood which enables the public, staff and volunteers to feel safe. Therefore, the following will be enforced at all times.

- No drugs on the premises (except for medical purposes)
- No threatening or aggressive language or behaviour, violence or threats of violence.
- No racist or sexist language or behaviour.
- No abuse of the premises or their contents

Failure to observe any of the above may lead to temporary or permanent exclusion from meetings of the King's Church, Prestwood.

There is a telephone at the village hall or mobile telephone available with the stewards for use in an emergency.

8. Hygiene

All employees, volunteers and other attendees of King's Church, Prestwood are required to observe all notices, instructions and procedures relating to hygiene regulations. All persons working at King's Church, Prestwood will have the opportunity to discuss hygiene and how it affects their role. The hire and use of the kitchen for the preparation of high risk food requires a qualification in basic food hygiene.

It is important to encourage and maintain good standards of practice of hygiene for all staff and users. Any special kitchen equipment required should be easily accessible and staff and volunteers should know where it is. It should also be maintained to a high standard.

Routine Practices

- Rubber gloves and disposable cloths should always be used when cleaning the kitchen. Toilets are cleaned by the hall caretaker. Separate gloves and cloths should be used for kitchens and toilets should this be necessary.
- Cuts or open lesions on exposed areas of skin should be covered with water proof plasters. (Blue plasters when working in the kitchen.)
- Spillages of any kind should be cleared up as quickly as possible.
- No loose jewellery is to be worn by those cooking in the kitchen.

9. Manual Handling

The moving of tables and chairs and equipment should be completed using the proper lifting techniques and the equipment provided, in particular, the chair movers at the village hall. Training on manual handling will be given to all those involved in the setting out for both weekly activities and any special events as necessary.

10. Visual Display Equipment – Computer Screens, etc.

The visual display equipment should be regularly assessed for health and safety. Those members of staff who habitually (full time workers) use a workstation shall be entitled to a free annual eyesight test and the provision of corrective glasses (if required) for working with visual display equipment. Care and attention should be taken when using high power projectors and lighting equipment not to point directly in people's eyes.

11. Control of Infectious Diseases

To prevent the spread of infections by advising: high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment. Relevant guidance on infection control will be followed. Non-flammable hand sanitiser will be used by the person leading communion.

12. Adverse Weather Conditions

When there are adverse weather conditions (heavy rain, snow, ice etc.) The stewards should ensure the walkways are safe and where necessary people are helped and assisted to avoid slips and falls. The Snow day and hall closure guidelines will be followed.

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the Lead First Aider what follow up action is necessary.

(The Lead First Aider is Helen Kendell)

Day, date and time of incident.....

What are the names of those involved?

Where did the incident take place?.....

What other workers were supervising the group at the time?

.....

Who witnessed the incident?

Describe the accident/incident (include injuries received and any First Aid or Medical treatment given)

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Signature of person involved in the incident

Signed Date

Signature of person administering any First Aid or Medical treatment

Signed Date

Signature of one of the Child Protection Advocates or another leader

Signed Date