

St Jude's Church, Mapperley

Health and Safety Policy for Church Hall Users



We hope you enjoy your time on our premises. We endeavour to ensure the health, safety and welfare of all visitors and users of the church, halls and the church grounds.

All employees, voluntary helpers and hall users have a responsibility to co-operate in the implementation of our health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

A copy of the full policy can be obtained from the church office. However the following extracts are guidelines for our hall users.

Please sign and date the reply slip to confirm that you understand and agree to abide by these health and safety guidelines whilst using our premises.

Please remember that most Health and Safety Issues are common sense and provided all Hall users behave appropriately most mishaps and incidents can be avoided.

Employees, voluntary workers and Hall users must

- Comply with safety rules, operating instructions and working procedures for any equipment or machinery used during your occupation of the premises.
- Not misuse anything provided in the interests of health and safety.
- Use protective clothing and equipment when required.
- Report any fault or defect in equipment immediately to the church administrator.
- Report all accidents (however minor) injuries, near misses and potential safety hazards as soon as possible.

FIRST AID PROCEDURES

First Aid boxes are located in the Hall kitchen and the Lounge kitchen. A 'Burns Kit' is also available in the hall kitchen.

Each group using the hall should consider their own arrangements for First Aid and take responsibility for this.

In the event of an accident, details must be entered in the accident book located in the Office. There are loose forms in a wallet by the First Aid Box for when the office is closed. All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised of any reportable accidents.

Should the accident require hospital treatment please inform the church administrator on 0115 9856131 as soon as possible, as well as completing the Accident Form.

EVACUATION PROCEDURES

All designated fire exit doors must be kept free from obstruction. Please check all doors before your event commences.

Evacuation Drills

Groups using the buildings are advised to consider holding their own evacuation drills, or at least regularly informing their members of procedures.

If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone 999, using the telephone located in the office (if this is considered safe to do so) a mobile phone, or by using the public phone on the corner of Lucknow Drive.
3. Evacuate to the grass at the front of the church marked Fire Assembly Point, by the Recycling Centre.
4. Check the building for occupants whilst ensuring your own safety.
5. If you have a register for your group, complete a roll call.
6. Do not attempt to tackle the fire unless you are trained in the use of portable fire equipment.
7. If it is not possible to tackle the fire, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is **People before Property**.
8. Ensure clear access for emergency vehicles. Do not allow people to gather in the car park.

ELECTRICAL EQUIPMENT

All our portable electrical equipment is regularly tested to ensure that all appliances are safe. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees, voluntary workers and hall users must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the Office.
- Do not attempt to use or repair faulty equipment.
- Any electrical equipment brought onto the premises should comply with safety standards and will be the responsibility of the user group.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be positioned and protected in order that they do not constitute a tripping hazard and are not subject to mechanical damage.

FOOD PREPARATION

The local Environmental Health Officer has inspected and approved the facilities for food preparation. Appropriate procedures governing the preparation and storage of foodstuffs must be followed:

- Food for re-sale must not be prepared on the premises.
- Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- Food preparation should not take place outside of the kitchen area.
- We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.
- Please bring your own sharp knives for food preparation, ensuring they are kept out of reach of children and remember to take them away with you.
- Please do not put broken glass in the rubbish bins but use the glass containers in the recycling centre in the car park

CHILD PROTECTION

If you are leading a children's group on these premises please be aware that you are responsible for safeguarding the children in your care and should put in place an appropriate Child protection policy.

RISK ASSESSMENTS

A comprehensive range of Risk Assessments have been carried out by the Church. These can be examined on request from the Office. However we suggest that Hall users, particularly regular users, complete Risk Assessments pertinent to the nature of their activities.

If you require any advice on this matter, please contact the church admin on 0115 9856131