

**The Parish of Ordsall and Retford, St Michael**

**Health and Safety Policy for St Michael's Chapter House**

General statement of policy:

Our policy so far as is reasonably practical is to ensure the health, safety and welfare of all members of the congregation, contractors, hirers and others who may visit the Chapter House.

The policy will be kept up to date in light of any changes to our building and its exterior, and this policy and the way it is operated will be reviewed regularly and any appropriate changes made.

In order to ensure that health and 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.

Responsibilities:

(1) Overall responsibility for Health and Safety is that of the Parochial Church Council (PCC) who will ensure that all arrangements are in place to satisfy Health & Safety Regulations and the appropriate Codes of Practice.

(2) Responsibility to ensure that the arrangements outlined in the policy are carried out and updated as necessary is with the Incumbent and Churchwardens.

(3) The PCC has general responsibility to ensure that Health & Safety is implemented.

(4) The Health & Safety Officer carries out the responsibility for the day-to-day implementation of the arrangements outlined in this policy

Signed

..... Date:  
Incumbent/Lay Chair

.....  
Churchwarden

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Churchwarden

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Churchwarden

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Churchwarden

**This Policy will be reviewed annually in February.**

**Next Review February 2026**

## **POLICY STATEMENT**

### **Introduction**

The PCC has drawn up this policy to set out procedures and areas of responsibility to ensure in so far as it can the health and safety of users of the Chapter House.

The PCC is responsible for running the Chapter House and recognises its duty to ensure the safety of people using it.

### **Monitoring of Health and Safety**

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the PCC in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone using the Chapter House come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform the Bookings Secretary as soon as possible so the problem can be dealt with. Where any Chapter House equipment is damaged that damage should be reported to the Bookings Secretary who will inform the PCC.

Please note no person from church is to enter the Chapter house if it is being used by a private party, unless it is an emergency.

### **Mitigation of Risk**

To mitigate risk the PCC takes the following steps:

To discuss and report on Health and Safety at every meeting of the PCC

To carry out a full Risk Assessment every year or sooner if deemed necessary by the PCC

Ensure that there is a copy of the current Health and Safety Policy published on the Church Website

#### Hazardous substances/materials that must not be used are:

Flammable liquids

Naked flames including candles and fireworks - exception for birthday cake candles, religious services eg. Passover Supper.

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

Smoking is forbidden inside the Chapter House.

Storage of combustible material near a source of ignition is not permitted.

Emergency exits and routes to them must be kept clear/unlocked at all times.

Appropriate Fire Fighting Equipment to be provided.

Fire Equipment to be maintained and checked annually.

### **Personal Safety (Lone Working)**

On those occasions when people are in the Chapter House on their own they should ensure that Chapter House doors are locked. Should they feel threatened by any outside noises, banging on the doors they should call the Police.

Users should, wherever possible, have a mobile phone with them. Any incidents where a person has felt threatened they should report the incident to the Incumbent and Churchwardens.

### **Accidents and First Aid:**

A first Aid kit is located outside the kitchen on the wall above the folded tables. The Accident Report Book is in the Kitchen and **all accidents and incidents must be recorded however minor.**

### **Fire Safety:**

Our policy is to fulfil our obligations under the Fire Safety Order to ensure that we have in place suitable firefighting equipment, means of evacuating the building in cases of emergency, and follow up actions to be taken on a regular basis.

### **Fire Extinguishers:**

Fire Extinguishers are kept in the following locations:

Kitchen – Carbon Dioxide

Kitchen – Fire Blanket

Main door – Foam

### **Fire Exits**

There are two Fire Exits and are on the front of the building the Main Door and one further along. .

### **Fire Evacuation Procedures**

The hirer or the Leader is deemed the “Responsible Person” and is designated the person in charge of the Chapter House during the event. They should ensure information is held on the names and number of those attend should it be necessary to evacuate the building.

1. In the event of a Fire, the Responsible Person shall instruct all persons to leave the building using the nearest available Exit and to muster together as soon as possible on the grass lawn opposite the Church Porch.
2. No matter how small the fire, THE FIRE BRIGADE MUST BE CALLED ON 999 giving the address: St Michael the Archangel, Rectory Road, Retford, DN22 7AY.
3. The Responsible Person shall ensure that once the Hall is evacuated, members of the public do not re-enter the building under any circumstances.
4. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken and all persons are safe or the number of missing persons.
5. Attempts to extinguish the outbreak of the fire with the firefighting equipment within the Chapter House should only be attempted if it is considered safe to do so.
6. As soon as the foregoing steps have been carried out the Responsible Person shall inform the Bookings Secretary. The Bookings Secretary shall directly inform the Incumbent or in their absence the Churchwardens.

## **Children**

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

## **Electrical safety**

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users/hirers want to bring electrical appliances onto the premises they must make the Bookings Secretary aware of this in advance. The users/ hirers are responsible for ensuring that the appliances meet safety standards
- Electrical equipment showing signs of damage, exposure of components, water damage etc., must not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the Hall
- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility "hazard" tape.

## **Heating**

The Chapter House has central heating. Should users suspect any malfunction then the heating system should not be used and the Bookings Secretary should be informed immediately. Users must not allow Minors to adjust the heating at any time.

## **Housekeeping**

The Chapter House is cleaned and safety checked on a regular basis. There is attached to this policy details of regular checks on the Chapter House that must be undertaken and when.

However, every user has a responsibility to ensure that the Chapter House is left clean and tidy.

All users must use the rubbish bins and recycling bins.

Any major spillage, damage or accident should be reported to the Bookings Secretary.

Food, drink, bottles and perishable items must be taken away at the end of each hire.

The grounds outside and frontage of the Bookings Secretary must be kept clear of litter.

## **Noise**

As the Chapter House is situated in a residential area, users should be considerate and keep noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease at 11.30pm unless otherwise authorised by the PCC. Users should also be considerate when leaving the Hall.

## **Parking**

There is no parking on the premises. Parking is available on Rectory Road. Do not obstruct driveways or block the road.

## **Accident Reporting Procedure**

The following must be reported to the Bookings Secretary and an Accident Report Form (kept in the kitchen) must be duly completed:

- A death or injury
- A dangerous occurrence

## **Contact Details:**

Churchwarden: Nigel Bower Telephone: 07976 217533

Chapter House Bookings Secretary: Prue Lamb Telephone: 01777 705024