

The Parish of Ordsall and Retford, St Michael

Health and Safety Policy for Ordsall Parish Hall

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 hall.

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 and 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 and 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 and Safety is implemented.

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

Signed

..... Date:

Incumbent

.....

Lay Chair

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Churchwarden

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Churchwarden

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Churchwarden

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Churchwarden

This Policy will be reviewed in February annually.

Date of next Review February 2025

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 Hall.

The PCC is responsible for running the Hall 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 Hall come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform the Hall Manager as soon as possible so the problem can be dealt with. Where any Hall equipment is damaged that damage should be reported to the Hall Manager who will inform the PCC.

Please be mindful that if the Hall is in use for regular bookings and private parties, that the only person that should be going in is the Booking Secretary. She may also ask other members of the Hall Committee on her behalf, if there 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 - No flammable liquids should be used in the buildings. Petrol mowers and strimmers for use in the Church grounds and any petrol for the use thereof should be always stored in the outside locked store at the Church Hall and only the person authorised to oversee the work in the Churchyard should have access.

Naked flames including candles and fireworks - exception for birthday cake candles, religious services eg. Passover Supper, Aromatherapy and Relaxation classes and Messy Church scientific experiments.

Preventative and protective measures must be taken in accordance with the Health

and Safety Policy as follows:

Smoking is forbidden inside the Hall.

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 Hall on their own they should ensure that 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 in the kitchen together with the accident report book and **all accidents and incidents must be recorded however minor, especially involving use of First Aid Kit.**

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 (1), Main Hall (2).

Fire Exits

Fire exits are clearly marked.

Fire Evacuation Procedures

The hirer or the Leader is deemed the "Responsible Person" and is designated the person in charge of the Hall 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 Emergency Exit and to muster together as soon as possible at the top of the Lane near the Church gates. Disabled persons muster on Church Lane above Hall car park entrance.
2. No matter how small the fire, **THE FIRE BRIGADE MUST BE CALLED ON 999** giving the address: Ordsall Church Hall, Church Lane, Ordsall, Retford, DN22 7TU
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, until instructed by Fire Officer that it is safe to do so.
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 Hall 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 Hall Manager. The Hall Manager 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 Hall Manager 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 Hall has central heating. Should users suspect any malfunction then the heating system should not be used and the Hall Manager should be informed immediately. Users must not allow minors to adjust the heating at any time.

Housekeeping

The Hall is cleaned and safety checked on a regular basis.

There is attached to this policy details of regular checks on the Church and the Churchyard that must be undertaken and when.

However, every user has a responsibility to ensure that the Hall 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 Hall Manager. Food, drink, bottles and perishable items must be taken away at the end of each hire.

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

Noise

As the Hall 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

Parking in the grounds of the Hall is limited and at the users' risk. Do not obstruct driveways or block the road.

Accident Reporting Procedure

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

• A death or injury

• A dangerous occurrence

Hall Manager contact information: