



PARISH CHURCH OF ST. JOHN THE BAPTIST FECKENHAM

Policy on Safeguarding Children

The Nominated Parish Safeguarding Representative is; Name Mrs Ann Matthews Contact telephone number 01527 892 180
Incumbent Revd Wyn Beynon, Priest in Charge Contact details 07595 313 035

The following policy has been agreed and implemented by the Parochial Church Council.

1. We are committed to safeguarding and the care of the children within our church community.
2. We are aware of and will implement the House of Bishops' *Child Protection Policy Protecting All God's Children* 4th edition (2010), A copy of this policy can be found on the Worcester Diocesan Website www.cofe-worcester.org.uk We work closely with the Bishop of Worcester's Safeguarding Adviser.
3. We will ensure that lay ministers, volunteers and paid workers who work with children and vulnerable adults are carefully selected and trained using the safe recruitment process and Disclosure and Barring Service to check the background of each person as outlined in the diocesan procedures. The Diocese will do likewise in respect of ordained
4. We will respond without delay to every complaint made, that a child or young person for whom we are responsible may have been harmed or is in significant danger, reporting it to the relevant authority.
5. We will fully cooperate with statutory agencies during any investigation, into allegations concerning a member of the church community. We will inform the statutory agency of any suspected criminal offences or concerns that we are made aware of in respect of our contact with children.
6. We will offer informed pastoral care to any child, young person or adult survivor of abuse and provide details of local and national support agencies.
7. We will supervise any member of our church community known to have offended against a child or vulnerable adult and ensuring proper and appropriate preventative safeguards are in place using a written agreement.
8. We will review this policy annually, checking that all our procedures and activities involving children and vulnerable adults are up to date including the Disclosure and Barring Checks.
9. We will review our insurance policy for those working with children and vulnerable adults ensuring we adopt the advice in the House of Bishops' Policy and Promoting a Safe Church.
10. A copy of this Policy will be displayed on the Parish Notice Board.
11. **PLEASE NOTE THAT YOU CAN CONTACT CHILDLINE FREE ON 0800 1111 AT ANYTIME**
12. This Policy will be reviewed and where necessary updated annually.

13. The PCC has identified the following activities involving children and vulnerable adults to which the House of Bishops Policy and Promoting a Safe Church applies.

- | | | | | |
|----|---------------|---------------|------------------------|----------------|
| 1. | Choir | Weekly | in Church | Amanda Gordon |
| 2. | Bell Ringers | Weekly | in Church | Tim Haslam |
| 3. | Mixed Bag | Twice Monthly | in Church | Fiona Carter |
| 4. | Open the Book | Monthly | Feckenham First School | Cyril Warrilow |
| 5. | Lunch Centre | Monthly | Village Hall | Ann Matthews |

14. This Policy was discussed and agreed at the PCC meeting 18 January 2018

Signed:-

Incumbent

.....

Rev Wyn Beynon, Priest in Charge

PCC Lay Chair

.....

Prof. Mark Wheatley

Church Warden

.....
Vacant

Child Protection
Representative

.....

Mrs. Anne Matthews



PARISH CHURCH OF ST. JOHN THE BAPTIST FECKENHAM

Policy on Safeguarding Vulnerable Adults in the Church.

We are committed to and adopt the House of Bishop's Policy - Promoting a Safer Church.

1. We recognise that everyone has different levels of vulnerability and everyone may be regarded as vulnerable at some time in their lives.
2. As members of the parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of the church.
4. We commit to promoting safe practise by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish will adopt the Diocesan policy on vulnerable adults
10. Each person who works with vulnerable people will agree to abide by these recommendations.
11. The church has a nominated person who will represent the concerns and views of vulnerable people at parish meetings and to outside bodies.
12. This policy will be reviewed each year to monitor progress.
13. The PCC has identified the following activities which could involve vulnerable adults:-
 1. Choir Weekly in Church Amanda Gordon
 2. Bell Ringers Weekly in Church Tim Haslam
 3. Lunch Centre Monthly in Village Hall Ann Matthews
14. This Policy was discussed and agreed at the PCC Meeting on 18 January 2018.

Signed:-	Incumbent	
		Rev Wyn Beynon, Priest in Charge
	PCC Lay Chair	
		Prof. Mark Wheatley
	Church Warden	
		Vacant
	Vulnerable Adults Representative	
		Mrs. Anna Matthews



PARISH CHURCH OF ST. JOHN THE BAPTIST FECKENHAM

Policy on Whistleblowing

The following policy has been agreed and implemented by the Parochial Church Council.

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1. About this Policy

- 1.1 We are committed to honesty and integrity in our church life and we expect all involved to maintain high standards. Any suspected wrongdoing, including “covering up”, should be reported as soon as possible.
- 1.2 This policy covers all ministers, officers, volunteers, employees and [casual workers] who are appointed by the Parochial Church Council.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. What Is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations. It also includes the following matters specific to this workplace.

3. How to Raise a Concern

- 3.1.1 If a child or vulnerable adult is at immediate risk you should contact the Diocesan Safeguarding Adviser on 07495 060869 or the Police on 999 in accordance with the WDBF's Safeguarding Policy. In an emergency, call emergency services on 999 and then the Diocesan Safeguarding Adviser as soon as practicable. If you have received a direct allegation of abuse, but the child/adult is not in immediate danger you should contact the Diocesan Safeguarding Adviser (DSA) (07495) 060869 without delay, and in all circumstances within 24 hours.

3.2 Otherwise, we hope that in many cases you will be able to raise any concerns with the person to whom you are responsible. However, where you prefer not to raise it with that person for any reason, you should contact a **Churchwarden ([NAME])** or the Priest in Charge, The Rev Wyn Beynon. Contact details are at the end of this policy.

3.3 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a friend, colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4. Confidentiality

We hope that whistleblowing concerns can be voiced openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5. External Disclosures

5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing associated with church activities. In most cases you should not find it necessary to alert anyone externally.

5.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

6. Protection and Support for Whistleblowers

6.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2 If you have raised a safeguarding concern with the Diocesan Safeguarding Adviser (DSA) then the DSA will usually liaise with the Priest in Charge about your support.

6.3 There is a confidential diocesan counselling service available to all clergy and licenced lay-workers in the diocese, as well as their spouses/partners, and dependent children who may self-refer as set out in the Diocesan Compendium Paper A15. The PCC may on request be able to arrange access to this service for the PCC's volunteers [and employees].

6.4 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the **Churchwarden OR** Priest in Charge immediately. [If you are an employee and the matter is not remedied you should raise it formally using our Grievance Procedure.]

6.5 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. [In some cases the whistleblower could have a right to sue you personally for compensation in an employment tribunal.]

6.6 However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

6.7 Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

7. Contacts

Churchwarden	[NAME] [TELEPHONE] [E-MAIL]
Priest in Charge	The Rev Wyn Beynon 07595 313035 wynbeynon@gmail.com
Public Concern at Work (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

Adopted by the PCC on [date]



THE PARISH CHURCH OF ST. JOHN THE BAPTIST, FECKENHAM

Policy on Safer Recruitment

The Parochial Church Council will follow the guidance on safer recruitment practices for all Church Officers working or volunteering in the Parish with children and young people and adults experiencing, or at risk of abuse or neglect set out in 'Practice Guidance: Safer Recruitment' published jointly by Church of England and the Methodist Church. This document may be found at

[https://cofeworcester.contentfiles.net/media/assets/file/Safer Recruitment Practice Guidance 2016](https://cofeworcester.contentfiles.net/media/assets/file/Safer_Recruitment_Practice_Guidance_2016).

This policy statement was adopted by the Parochial Church Council of the Church St John the Baptist Feckenham at its meeting on 17 May 2018.

Signed *Ian Flewten* (on behalf of the Parochial Church Council) Date 18 May 2018

Church of St John the Baptist, Feckenham

Policy on Handling of Disclosure Information

Disclosure information will not be stored in the parish. Only a log is kept, listing

- applications sent to the Diocesan DBS & Safeguarding Administrator, together with the reasons for requesting either enhanced or enhanced plus disclosure
- any posts for which it has not been deemed necessary to request a disclosure, together with the reasons for the decision

When the notification of the outcome of a disclosure is received, including any conditions, this is stored with the applicant's self declaration form in a locked cabinet under the control of the Priest in Charge.

Copies of application forms are not taken and the parishes should will not accept or hold copies of an applicant's copy of the disclosure.

This policy statement was adopted by the Parochial Church Council of the Church St John the Baptist Feckenham at its meeting on.....

Signed (on behalf of the Parochial Church Council)

Date



PARISH CHURCH OF ST. JOHN THE BAPTIST FECKENHAM

DIOCESE OF WORCESTER - DOMESTIC ABUSE POLICY

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting safer environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- work to protect those experiencing domestic abuse;
- recognise equality amongst people and within relationships;
- refuse to condone any form of abuse;
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will respond to domestic abuse:

In all our activities by –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse, whilst appreciating the need to ensure a distance is kept between the two and refusing to condone the perpetration or continuation of any form of abuse.

In our publicity by –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised by –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.
-

In our care by –

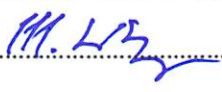
- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

We are committed to reviewing our policy and procedures regularly.

If you have any concerns or need to talk to any one please contact Hilary Highton, Diocesan Safeguarding Advisor (07495 060869) or Delia Stokes, Assistant Diocesan Safeguarding Advisor, (07376 374380).

Adopted by Bishops Council, July 2017

This Policy was endorsed by the Parochial Church Council at its meeting on 18 January 2018

Signed PCC Lay Chair 

Prof Mark Wheatley

Church of St John the Baptist, Feckenham

Health & Safety – Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe conditions, equipment and a healthy environment for all who work or visit us at the Church of St John the Baptist Feckenham. Where beneficial and deemed necessary we will with the assistance of the Diocese seek to provide information, training and supervision to fulfil this policy.

We will also endeavour to ensure, so far as is reasonably practicable, we look after the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit our churches and churchyards. Our policy and the way in which it is operating will be reviewed regularly at all meetings of the Parochial Church Council (PCC) and appropriate sub-committees.

Health & Safety will be subject to an annual risk assessment undertaken by the Church Wardens with assistance as approved by the PCC. Employees, contractors and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters and when undertaking the annual risk assessment.

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, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

This policy statement was adopted by the Parochial Church Council of the Church St John the Baptist Feckenham at its meeting on 20 September 2018.

Signed:

Wyn Beynon Priest in Charge

Date

Mark Wheatley, PCC Lay Chair

A - ACCIDENTS, ILLNESS AND FIRST AID

POLICY

Our policy is to deal with all accidents efficiently, sensitively and within the guidelines laid down by the Ecclesiastical Insurance Health and Safety Documentation.

INFORMATION

A First Aid box is located in the lobby to the Toilet and Flower Room

There are no nominated trained/qualified First Aiders

The accident book is located in the lobby to the Toilet and Flower Room

PROCEDURE FOR DEALING WITH AN ACCIDENT/ILLNESS IN CHURCH.

1. All accidents and illnesses at shall be reported to a Churchwarden, Verger or a church representative.
2. The Churchwarden, Verger or church representative shall assess the situation and if he / she feels they cannot handle it then they should ask for assistance from a member of the congregation trained in medical / first aid skills.
3. After the initial assessment the casualty should be moved, if it is deemed possible and does not pose a risk to them, to a private place – the Vestry.
4. First Aid shall be administered and if required medical assistance shall be summoned.
5. If the church bells are in use the ringers shall be asked to vacate the tower or if possible remain within the tower until advised differently.
- 6 A record of accident and illness shall completed in the Accident book.
7. In the case of illness the points overleaf should be noted before moving them to a place of privacy.
8. Unless a qualified First Aider or medical professional is available, the patient should be made as comfortable as possible and an emergency call made for an ambulance by dialling “999”. Someone in the congregation will have a mobile phone.
 - Ensure that the operator is given the correct address: of St John the Baptist, The Square, Feckenham, Redditch B96 6HR
 - Give a contact phone number,
 - Give any relevant details of the patient’s condition. Tell the operator if the patient appears to have stopped breathing, or whether a heart condition is thought to be the cause.
 - If the patient is bleeding, anyone assisting must wear protective gloves before attending to the patient.
9. Some signs and symptoms of possible ailments are.....

	SYMPTOMS	ACTION
Fainting	Feeling faint. Pale skin. Sweaty. After a brief period of being unresponsive should improve. Pulse – slow at first.	The casualty should be allowed to remain lying down with legs raised until they feel able to sit up gradually.
Angina	Gripping chest pain, often spreading to the left jaw and arm. Pain subsides with rest. Sudden feeling of weakness. Pain or tingling in the hand. Skin very pale. Alert. Short of breath. Pulse may seem normal or a little rapid and weak.	If conscious sit comfortably and reassure. Monitor Airway, breathing. Help casualty take their own medicine if available. If pain persists send for an ambulance.
Heart Attack	Crushing, vice like pain radiating from the heart. Pain may begin while at rest. Pain not helped by rest. Discomfort high in the abdomen, like indigestion. Sudden faintness or giddiness. A sense of impending	Minimise the work of the heart. Arrange urgent removal to hospital. If unconscious, send for an ambulance immediately. If the heart stops commence CPR.

	gloom. Skin pale or grey with blue lips. There may be a history of heart conditions but often there is no previous history. Alert initially, consciousness deteriorates, collapses without warning. Breathing will be fast, shallow, gasping, may stop. Pulse will be weak, irregular, may stop suddenly.	
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10. All accidents and incidents shall be recorded in one of the following ways:

- Minor accidents e.g. not requiring treatment at health centre or hospital shall be entered in the accident book which is located in the Choir Vestry.
- Accidents requiring more extensive treatment shall be entered into the accident book and then reported to a Churchwarden.
- All accidents should be recorded as soon as possible either by the injured person or a representative.

11. When the church is let to an outside organisation, they shall be told in writing that in the event of an accident, details must be entered in the accident book.

12. Accident books and accident records shall be regularly reviewed by the Churchwardens. Details shall be discussed at Standing Committee and if required at PCC to determine if further action is necessary and if any lessons were learn from the incident requiring attention.

13. The First Aid boxes shall be checked regularly and refilled as necessary.

14. RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Fatal accidents, major injuries and dangerous occurrences shall be reported immediately by a responsible person 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 includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work)
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment.

B - Electrical Fixed Installations and Portable Appliances

POLICY

The PCC is committed to ensuring that the electrical equipment used at the Church is in safe working order and is fit for purpose.

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.

INFORMATION

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill.

Maintenance

Although a good initial level of safety can be achieved by correct selection and use of equipment lasting safety can only be attained by ongoing and effective maintenance.

User Checks (Visual)

The most vulnerable item is often the cable that supplies the equipment. Most portable equipment is supplied by a flexible cable, which is made up of thin, flexible wires covered in insulation and then enclosed in an overall sheath. The person using the equipment is encouraged to look at the cable critically and check for signs that it may not be in sound condition, for example:

- Damage (apart from light scuffing) to the cable sheath;
- Damage to the plug, for example the casing is cracking or the pins are bent;
- Inadequate joints, including taped joints in the cable;
- The outer sheath of the cable is not effectively secured where it enters the plug or equipment. Obvious evidence would be discoloured insulation of the internal cable cores;
- The equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
- Damage to the external casing of the equipment or there are some loose parts or screws;
- Evidence of overheating (burn marks or discolouration)

These checks also apply to extension leads and associated plugs and sockets. The user should make visual checks when the equipment is taken into use and during use. Any faults should be reported to the Churchwardens and the equipment taken out of use immediately.

PROCEDURE

1. Every year all portable electrical equipment shall be 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. Any unsafe equipment shall be safely disposed of.
2. Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Churchwarden for action.
3. Every five years, all 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 shall be carried out.
4. At intervals of not more than five years the lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
5. New electrical equipment purchased for shall be logged in the church logbook. The Churchwardens shall be notified of any additional equipment purchased.
6. A list of all portable electrical appliances shall be maintained by the Churchwardens.
7. 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 the Churchwardens for action
8. All users (including voluntary workers) must observe the following:
 - Visually check all electrical equipment before use.
 - Report all faults immediately to a Churchwarden.
 - Do not attempt to use or repair faulty equipment.
 - 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.

- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage .

C - Fire Safety

POLICY

The PCC shall fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, the following will be undertaken:

- An assessment of the fire risks in the church and associated buildings.
- An assessment of the fire risks to our neighbours.
- 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. This check will duly consider those with disabilities or lessor abled persons.
- To provide reasonable firefighting equipment.
- A check that those on duty in the building know what to do if there is a fire.
- A regular check that all firefighting equipment is in place and is serviceable.
- That there is an annual maintenance contract in place with a reputable company.

INFORMATION

Fire extinguishers

Fire extinguishers are kept in the following locations:

	Type	Capacity
• North Aisle adjacent organ console	CO2	2kg
• North Aisle adjacent North Door	Water	9 litre
• Nave South West Corner	Water	9 litre
• Vestry	CO2	2kg
• Ringing Chamber	Dry Powder	

Types of Extinguisher are distinguished by their colour and have designated use i.e. the type fire they are designed for.

If intending to use a fire extinguisher, remember that they are intended to deal with small fires or any fires in the early stages of combustion.

You will have only one chance to deal with a fire. If a large and therefore dangerous fire occurs you must immediately call in the experts, i.e. the Fire Brigade.

Capacity of the Church

The capacity of the Church is in excess of 200 persons. For safety reasons, capacity is derived from the width and number of the fire exits, for example 40 persons per minute can be moved in an emergency situation through a door width of 750 mm. It must be possible to clear the church through the emergency exit doors in 5 minutes or less.

Location and type of present emergency exits

The emergency exits are as follows:

- South Door main entrance (beneath the porch as you enter the Church)
- North Door (from north aisle);

No smoking policy

Smoking within the church (including the main entrance porch) is strictly forbidden.

Electricity and gas controls

The controls for electricity, oil and gas supplies are located:

- Electricity – at the south west corner of the Vestry.
- Oil – the storage tank is below ground on south side of tower and feeds a boiler in the basement of the tower and is approached by external steps.
- Gas – there is no gas supply.

PROCEDURE

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

- Immediately raise the alarm verbally in the church.
 - Telephone the emergency services – 999.
 - Check the building for occupants.
 - Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
 - If it is 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 rule is people before property.
 - Evacuate to the designated assembly point – The Square.
 - Ensure clear access is available for the emergency vehicles.
1. The main entrance door (south door) is usually unlocked every day during day light hours for visitors. The north door remains locked.
 2. Both doors shall be unlocked when the church is in use for all services and events when more than 30 visitors are present or can be expected.
 3. The South Door (main entrance) is unlocked and available for evacuation purposes when less than 30 visitors are present or can be expected.
 4. The Vestry Door shall be unlocked when bell ringing is being undertaken and or any other activity is occurring within the upper levels of the tower.
 5. The Churchwardens, Vergers or in their absence the senior person present shall ensure that escape routes and fire exits are kept clear and unobstructed at all times both within the church and on the outside of the doors.
 6. Any emergency requiring evacuation of the church shall be announced loudly, clearly and calmly by the Churchwarden and or Verger present. In their absence, it shall be the responsibility of the most senior person present to announce the need for an evacuation and the doors to be used.
 7. The emergency services shall be contacted immediately by a nominated person using a mobile phone. A member of the Church or congregation will possess a phone.
 8. Safety announcements shall be made when large attendances occur. The announcements should contain information on the location of fire exits and the fact that all exit doors open inwards.
 9. Emergency torches must be available for the Churchwardens, Vergers and or senior persons to use in the event of an evacuation being undertaken in reduced lighting or darkness.
 10. All persons shall assemble on The Square.
 11. Evacuation drills shall be explained annually. All Churchwardens, Vergers and senior persons shall ensure they are familiar with the escape routes and what must be done in the event of an evacuation being needed.
 12. Lights shall be switched off when areas are not in use.
 13. Combustible material shall be kept to a minimum and remain away from areas used for candles.
 14. No combustible material shall be left within the church main entrance porch.

D - General Maintenance and Inspections

POLICY

The PCC policy is to ensure that the church and the graveyard are safe; without risks to health, safety and welfare for all who work in and or use them. The PCC IS responsibility to ensure that the church is maintained in a clean and tidy condition

INFORMATION

The responsibility for the care and maintenance of the church and graveyard belongs to the PCC.

Buildings require to be regularly inspected to ensure no defects are present that could cause harm to its users, those using the adjacent public footpath and any persons attending to graves close by.

The PCC is responsible for ensuring an asbestos survey is undertaken to identify any potential hazards this may have to the Church users.

Following a tragic incident in Harrogate when a child was fatally injured by a falling gravestone, the Health and Safety Regulations were amended to ensure that all gravestones are tested for risk of falling.

The repair of memorials is the responsibility of the family concerned.

In respect of the repair and or removal of memorials, the PCC may act if the family cannot be traced or will not act. Action should be taken if memorial becomes unsafe (for example laying down a tall headstone which is leaning dangerously). No memorial may be removed without a faculty.

PROCEDURE

1. The Churchwardens shall routinely inspect the Church and its graveyard to identify any defects that may cause harm to users, visitors to the church and the public using the public footpaths that passes through the graveyard.
2. Any defects noted shall in every instance be reported to the Churchwardens.
3. Where necessary the Churchwardens shall implement temporary measures to contain the risk to ensure no accident, injury and or incident can occur until permanent repairs can be carried out.
4. The PCC shall ensure that the mandatory Quinquennial Inspection is undertaken by the designated Church Architect.
5. The PCC shall ensure that plans are put in place to address Category A Actions that are identified in the Quinquennial Report where the identified defect could potential cause harm to users, visitors to the church and the public using the footpaths that passes through the graveyard. The Churchwardens shall lead and deliver action plans that are approved by the PCC.
6. The Churchwardens shall identify any gravestones that are at risk of falling.
7. The Churchwardens shall lay down any gravestones that are at risk of falling where they stand for pending remedial work.
8. All walkways, stairways, firefighting equipment and escape routes shall be kept clear for access at all times.
9. All electrical cables shall be safely positioned in order to prevent a tripping hazard. If required they must be covered with a suitable cable tidy.
10. Regular checks shall be made on floors to ensure any broken flags, tiles, boards and carpets likely to cause a tripping hazard are kept in a good state of repair.
11. All racking, shelving, filing cabinets etc. shall not be overloaded.
12. Boxes or chairs must not be used, or racking must not be climbed in order to retrieve stored items. Proper access equipment shall be provided and used.

E - Hazardous Substances, Broken Glass and Sharp Objects

POLICY

The PCC is responsible for ensuring all hazardous substances are stored and used within a controlled environment. Where necessary guidelines are issued.

From time to time, broken glass and other sharp objects may be left in the Churchyard by members of the public. This policy is therefore based on the precautions seen to be prudent for persons in the event that they find glass and or sharp objects (including needles) in the Churchyard.

INFORMATION

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Sharps to be stored in designated clearly identified containers.

PROCEDURE

1. The responsible person shall maintain a list of all hazardous substances used in the Church.
2. Where possible, hazardous substance shall not be used. Where this is not possible, the safety arrangements are as follows:
3. For all hazardous substances, which include substances marked as harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment. Data sheets or product information provided by the manufacturers shall be used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
4. If a discarded needle or syringe is discovered, it should be handled with extreme care and using the designated gloves (located in the Choir Vestry).
5. A sharps box shall be stored in the Lobby. The needle/syringe shall be disposed of in this box.
6. It is strictly forbidden and under no circumstances should such material be placed in any wastepaper bin or in a refuse bins.
7. The Churchwardens shall be responsible for ensuring that the contents of the sharps box are disposed of in accordance with the Local Authority guidelines.
8. If any person is injured while handling a syringe, guidance must be sought immediately from the Redditch Alexander Hospital casualty department. The needles or syringe should be taken to the hospital for the guidance of medical staff.
9. If broken glass is found, great care must be taken when collecting the debris. Broken glass fragments must be placed in a suitable box or wrapped in sufficient newspaper so as to reduce the danger of cuts. Broken glass enclosed in this manner should then be placed in the refuse bin.

F - Lighting

POLICY

The PCC is responsible for ensuring the Church and its graveyard are suitably and sufficiently lit.

INFORMATION

The footpath from the main gate to the main entrance located within the Church porch is lit by high level lighting. These are timed light to allow sufficient time and safe access to main gate.

The porch is lit by overhead lighting.

The main lighting within the church are installed at high level.

The switches for the lights in the chancel, nave and north aisle are located adjacent to the right hand side of the Vestry Doors.

The switch for the Vestry lights is located adjacent to the left hand side of the Vestry Doors.

The switch for the toilet lobby is located outside on the left hand side of the door.

The switch for the toilet is inside on the right.

PROCEDURE

1. In order to ensure that the church is adequately lit, an inspection shall be made regularly to ensure that all lights in the Church and churchyard are working.
2. The inspections shall be carried out by the Churchwardens, Vergers and senior members of the Church.
3. Any low level lighting (internal and external) that requires replacing will be reported to Churchwardens.
4. The Churchwardens shall ensure that defective lamps are replaced ensuring that the safety procedures for their replacement is followed.
5. High level lighting shall be checked yearly in October by the Churchwardens.
6. When deemed required a contractor shall be used to change any defective high level lamps.

G - Manual Handling

POLICY

The purpose of this procedure is to eliminate the need for manual handling as far as is reasonably practicable.

INFORMATION

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture you may adopt while doing a task.

Manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs). The term 'musculoskeletal disorders' covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Statistics from the Labour Force Survey (LFS) indicate that MSD cases, including those caused by manual handling, account for more than a third of all work-related illnesses reported each year to the enforcing authorities.

There is evidence that, as well as manual handling, heavy manual labour, awkward postures and a recent or existing injury are all risk factors in the development of MSDs. The Manual Handling Operations Regulations 1992 (MHOR) require employers to manage the risks to their employees. They must:

- Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

PROCEDURE

1. Where it is not possible to avoid the need to move loads, a risk assessment shall be undertaken.
2. Where provided or deemed necessary lifting aids shall be used.
3. Industrial grade gloves shall be worn when handling heavy or unwieldy objects likely to cause injury if dropped.
4. Safety footwear shall be worn when moving objects likely to cause injury to the feet.
5. Manual handling operations shall be assessed by the Churchwardens with the aim of reducing the risk of injury.

6. Each assessment shall be carried out under four major headings:
 - Nature of the task (twisting).
 - Nature of the load (heavy, bulky, unstable etc.) .
 - The working environment (heating, lighting, flooring etc.
 - Individual capability to do the Job.
7. Heavy items, which may have to be retrieved manually shall not be stored at high or low levels. Such items should be stored at waist height.
8. Training shall be given to all those employees and voluntary workers who are required to undertake manual handling.

H - Preparation of Food

POLICY

The purpose of this procedure is to ensure that no members of the congregation or visitors at events served food become ill. The PCC has a responsibility of ensuring that high hygiene standards are maintained at all times and that food served is suitable for eating.

INFORMATION

The church is only equipped for the preparation of beverages and serving of cold food prepared off the premises.

Poor or inadequate food temperature control and cross contamination are the main causes of food poisoning outbreaks in the UK.

It is therefore important that basic rules of hygiene are followed.

The Chartered Institute of Environmental Health publish a guide to good Hygiene Practice which gives advice on how to comply with The Food Safety (General Food Hygiene) Regulations 1995.

PROCEDURE

1. Those using the Served shall ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
2. Before any preparation commences, all surfaces coming into contact with food shall be washed down and disinfected
3. Food stuffs must not be prepared in the Served.
4. The prevention of cross contamination shall be of the highest importance to reduce the risk of food poisoning.
5. Raw meats shall be stored below cooked meats in refrigerators.
6. Food shall be stored in suitable covered containers.
7. Perishable food shall be kept either refrigerated or piping hot.
8. Food must not be reheated.
9. Correct cleaning and disinfecting materials shall be used at all times.
10. Those serving food shall be clean and wearing clean clothing.
11. Hands shall be washed thoroughly before handling food, after using the toilet, handling raw foods or waste, before starting work, after every break and after blowing your nose!
12. All cuts and sores shall be covered with a waterproof high visibility dressing.
13. Unnecessary handling of food shall be avoided.
14. It is strictly forbidden to smoke, eat or drink in a food room, and never cough or sneeze over food.

I - Slips, Trips and Falls

POLICY

The PCC is responsible for reducing as far as reasonably practical the risk of slips trips and falls at church

INFORMATION

The footpaths in the closed graveyard are of tarmac construction, concrete or grass and are generally level and flat.

The open graveyard is approached via the aforementioned footpaths. Access to graves is via grass paths and spaces much of which is uneven.

The floor of the chancel, nave and north aisle is generally wood block. There are ledger stones in the north aisle which can be slippery with condensation in cold weather.

Access into the Church via the porch is level leading to two steps down into the Nave. To the left is a ramp for wheelchairs and push. There are hand rails to both the steps and the ramp

PROCEDURE

1. In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection shall be made of all floors and stairs in the Church, its porch and all footpaths in the Churchyard.
2. The inspection shall be routinely done by the Churchwardens, Vergers or a senior representative of the Church.
3. Any defects (e.g. broken underfoot conditions/dropped drainage covers), moss, algae and leaves on footpaths shall be reported to the Churchwardens.
4. The Churchwardens shall be responsible for ensuring any reported defects and or poor underfoot conditions are attended to and remedial action is taken.

J - Use and Storage of Plant & Machinery

POLICY

The PCC is responsible for ensuring all items of plant & machinery are kept in good working and safe to use order.

INFORMATION

No unauthorised plant & machinery is to be used.

All plant & machinery shall be suitably stored.

Where necessary access to plant & machinery shall be prevented to safeguard against its unauthorised use.

PROCEDURE

1. The Churchwardens shall maintain a list of all items of plant & machinery belonging to the Church.
2. Employees, voluntary workers and contractors shall not operate plant or machinery that they are not trained and authorised to use.
3. Employees, voluntary workers and contractors must not ride on any parts of machinery not intended for that use.
4. Machinery shall be switched off before any adjustments are made.
5. After carrying out maintenance and adjustments, all guards shall be replaced before the machinery is used.
6. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
7. The appropriate personal protective equipment shall be worn when operating any item of plant or machinery
8. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.

9. Any defect and damage found to any item of plant or machinery must be reported to the Churchwardens.
10. All plant & machinery shall be regularly maintained and a schedule kept of the maintenance undertaken.
11. Ladders shall be checked before use to ensure they are damage free and safe to be used. Ladders shall be checked annually by a competent person. A record of the check shall be given to the Churchwarden for the Church Log Book.
12. All portable electrical equipment shall be checked in accordance with the approved PCC H&S Policy and Procedure.

K - Working Alone and Personal Safety

POLICY

The aim of this policy is to increase awareness of safety issues relating to lone working and to ensure the risks of lone working are assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce such risks so far as is reasonably practicable. It is intended to alert employees and voluntary helpers to the risks presented by lone working, to identify the responsibilities each person has in such situations and to describe procedures which will minimise such risks.

INFORMATION

Introduction

Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work etc. Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999 still apply. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

The general duties of the Health and Safety at Work etc. Act 1974 and the more specific duties of the Management of Health and Safety at Work Regulations 1999 require the PCC to provide a safe environment, safe equipment and safe systems of work for its employees, voluntary helpers and others working on its premises. These requirements are applicable to all work situations and the PCC recognises its duty to assess risks to lone workers and to take steps to avoid or control risks where necessary.

This Policy & Procedure contains generic guidance to assist with identifying, through a risk assessment process, the potential risks of those tasks which may be undertaken by a lone worker. The policy is intended to clarify responsibilities and to identify the 'best practice' in relation to lone working

Scope

This policy is applicable to all employees and voluntary helpers and, where appropriate, contractors and applies to all situations involving lone working.

Definitions

Lone workers are those who work by themselves without close or direct supervision. Lone working can occur during normal working hours at an isolated location within the normal workplace or when working outside normal working hours. Lone working is found in a wide range of situations, including:

- People in fixed establishments e.g. a) only one person works on the premises; b) people work separately from others; c) people work outside normal hours
- Mobile workers working away from their fixed base

Risk Assessment Process

Employees and voluntary workers who work alone face the same hazards as others but for lone workers the risk of harm is often greater. Therefore, a robust risk assessment process is essential to effective risk management.

The PCC will ensure that all lone working activities are formally identified and appropriate risk assessments undertaken in order to identify the risks to lone workers and the control measure necessary to minimise these risks, as far as reasonably practicable. The multi-stage risk management process will entail:

- Identifying all persons who are lone workers.

- Identifying the locations of lone working and the tasks being carried out
- Undertaking a suitable risk assessment to identify the hazards and level of risk to which each lone worker is exposed
- Identifying, prioritising and implementing suitable control measures where required.

The risk assessment process will ensure consideration is given to the following issues:

- a) Can the risks of the task be adequately controlled by one person?
 - Does the workplace or private home present a special risk to the lone worker? e.g. are there likely to be animals present?
 - Is there a safe way in and a way out for one person?
 - Can the equipment necessary for the task be safely handled by one person?
 - Can any lifting be safely carried out by one person?
 - Is there a risk of violence?
 - Are women especially at risk working alone?
- b) Is the person medically fit and suitable to work alone?
 - Both routine work and foreseeable emergencies may impose additional physical and mental burdens on the individual. Voluntary helpers will, therefore, be encouraged to volunteer information regarding any medical condition which may make them unsuitable for working alone.
- c) What training is required to ensure competency in safety matters?
 - Risks and precautions fully and will be given guidance regarding the limits to what can and cannot be done while working alone. This will ensure lone workers are able to deal with unforeseen circumstances.
- d) What happens if a person becomes ill, has an accident, or there is an emergency?
 - The risk assessment will identify foreseeable events and lone workers will be provided with information regarding the emergency procedures established to enable them to respond correctly to emergencies.
 - Voluntary helpers involved in 'lone working' situations will be encouraged to implement a system of checks (with family, friends or neighbours) that they have returned to their home on completion of the task.

Safe Systems of Work

The control measures implemented will be appropriate to the nature of the lone working and the level of risk involved and may include training, supervision, protective equipment etc. The risk control measures will take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

When a risk assessment shows that that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place. When help or back-up cannot be provided for high risk activities or locations then lone working should not be permitted. All lone-workers will be given written guidance on the risks involved and the precautions required, together with details of a named contact who will provide any additional advice/guidance necessary.

Responsibilities

It is the responsibility of all employees and voluntary helpers to undertake all lone working in accordance with the findings of the appropriate risk assessment, to comply with any information and training provided and to immediately report any problems or concerns.

Personal Safety Guidance for Working Alone

The following general guidance on personal safety is provided for the benefit of employees and voluntary helpers who work alone:

- Know what the contact arrangements are and who to contact in an emergency .
- Be aware of who is, and what is happening, around you at all times.
- Consider implementing a system of checks (with family, friends or neighbours) by notifying them of intended destination and expected duration away.
- Consider carrying a mobile telephone (ensure it is fully-charged and 'pay-as-you-go' systems have sufficient credit).
- When appropriate, keep to well-lit public areas.
- Keep valuables out of site in a vehicle – put them in the boot before arriving at the location.
- Reverse into parking spaces so it is quick and easy to leave.

- If intimidated whilst driving, continue to the nearest police station or public area, such as a filling station.
 - Know the destination and route to be taken, with an alternative in the event of delays or problems.
- More detailed personal safety guidance for specific 'lone working' situations is given at Appendix 1.

References

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice & Guidance L21 (HSE Books ISBN 0-7176-2488-9)

Working Alone in Safety INDG73 (HSE Books) Personal Safety Advice Factsheet (National Churchwatch)

Appendix 1 – Personal Safety Guidance for Working Alone

1. Use of Public Transport

- Where possible wait for transport at a busy stop or station that is well lit.
- Try and sit near the driver of the vehicle or in an aisle seat.
- Familiarise yourself with the emergency alarm on the vehicle and sit near it.
- Avoid empty upper decks on buses or empty train compartments.
- If threatened by other passengers inform the driver or guard.

Use of Vehicles

- Do not use the vehicle if you think it may be in need of repair
- Always check the vehicle has sufficient fuel to complete the journey
- Only carry in the vehicle that which is absolutely necessary
- Never leave anything of value on view in the vehicle e.g. bags, cases, CDs or other equipment
- Keep bags out of site when driving, especially if the windows are open
- When walking to or from the vehicle, keep the keys in your hand or pocket in order to avoid the need to look for them before getting in
- Check there is no one in or around the vehicle before getting in
- Once inside the vehicle all doors should be locked, especially when travelling in towns, at low speeds or when stopped at traffic lights
- Always try and park as close as possible to your intended destination
- Whenever possible, avoid parking in multi-storey car parks, back streets, cul-de-sacs or open country areas
- Wherever possible, especially at night, park in open, well-lit and well used public areas at street level facing the direction in which you plan to leave
- Keep loose change, a 'phone card or a mobile 'phone in case you need to make a call
- If travelling alone, especially after dark, do not stop for other people, even those who may in distress or requiring help. Stop as soon as it is practicable and safe to do so and contact the emergency services as appropriate
- If followed, or if in doubt as to whether you are being followed, drive to the nearest police station or manned and well-lit building e.g. a petrol station to request assistance
- Use the vehicle horn to attract attention or help if needed
- In the event of a breakdown, where it is safe to do so, stay in the vehicle, switch on the hazard lights and call for assistance

3. Cycling

- Avoid unlit areas and quiet roads
- Secure bicycle near premises in a well-lit area if possible
- Always carry the bicycle lock keys in your hand or pocket in order to avoid the need to look for them outside
- Fit and use front and rear lights when dark
- Avoid making repairs to the bicycle in isolated or poorly lit areas. Where possible push the bicycle to the nearest safe place e.g. petrol station, guarded car park in order to carry out

repairs • If someone attempts to steal the bicycle, relinquish the property immediately without challenge

4.Travelling on Foot

- Plan the route beforehand to avoid going through underpasses or taking shortcuts through areas which may be less safe e.g. parks, especially after dark
- If possible and physically able to do so, walk briskly and do not stop in unfamiliar areas to, for example, look at a map or ask directions. Instead go to a 'safe' place such as a petrol station or shop and ask directions
- If you think you are being followed, trust your instincts. Cross the street if you are still being followed and head for a busy area
- Avoid using mobile 'phones overtly. If it is necessary to use your 'phone or respond to a call/text message, where possible do so in a safe place e.g. a shop
- Remain alert to people around you and stay in the centre of the footpath facing oncoming traffic
- Hold bags under your arm with the clasp close to your body. Do not wear rucksacks over your shoulders as they make it easier to be pulled to the ground
- Don't wear 'Walkmans' or 'ipods'. Always be aware of your surroundings and make sure you can hear if someone is behind you or shouting to you
- If someone attempts to steal your belongings relinquish the property immediately without challenge. Property can be replaced – you cannot!
- Consider keeping your house keys and mobile 'phone separate from your handbag
- Wear sensible low-heeled footwear with non-slip soles
- Where possible, avoid overtly displaying valuables on your person e.g. jewellery or 'ipods'
- Try not to stop at cash-point machines
- Avoid passing groups/gangs of people who may be under the influence of drugs or alcohol
- Carry a torch at night

5. Use of Taxis

- Whenever possible, a taxi should be booked in advance from a reputable company. Always make sure the driver knows your name and destination before getting into the vehicle
- If no taxi has been booked go to the office of a reputable company or go to a recognised rank to hail a cab. Never use an unlicensed mini-cab
- Sit in the back behind the driver's seat and have a mobile 'phone readily accessible
- Do not give out personal information to the driver

6. During Home Visits

- Whenever possible, pre-plan the visit and obtain as much information as possible about the person visited and their home environment in advance so that risks can be assessed
- Always be prepared to identify yourself
- Carry out a "10-second risk assessment" on first arriving at the premises and the front door is opened. If you feel there is a risk of harm you should have an excuse ready not to enter the home and make alternative arrangements to visit
- Make sure that when you enter the home you shut the front door behind you and make yourself familiar with the door lock in case you need to make an emergency exit
- Wherever practical, avoid being in a situation where the person you are visiting, or any relative or other person present, is between you and the exit

7. If Animals Are Present

- If there is a known problem with animals at a particular location the person visited should be contacted in advance and requested to remove or secure the animal(s) before arrival.
- If a request to remove or secure an animal has provoked a negative reaction all possible efforts should be made to ensure the situation is managed and deescalated.
- Should hostility become evident alternative arrangements should be made to carry out the visit e.g. is there somebody else more at ease with animals who could do the visit?
- If confronted by an aggressive animal on a first visit you should not put yourself at risk. If necessary abandon the visit and try and make alternative arrangements.

Church of St John the Baptist, Feckenham

Access & Disability Audit

Building Approach

The principal approach from The Square is level and paved. The other approaches are level grass paths. The gate to the High Street is a kissing gate and not accessible to wheel chairs.

Parking

There is no designated parking for the disabled but the turning area adjacent to the church porch is available.

Ramps

There are no external steps and ramps to either the main entrance (the South Door).or the secondary access (the North Door).

Internal Steps & Ramps

Inside the main entrance there are two steps and a separate wheel chair ramp leading down into the body of the church.

Handrails

There are handrails on both sides of the steps and the ramp.

Toilet

There is a DDA Standard toilet

Signage

There are appropriate signs on the doors leading to the toilet.

Deaf Loop

The sound reinforcement system incorporates a 'deaf induction loop'.

Large Print

Hymn Books with large print are available and Service Sheets are in preparation.

Ian Hunter

26 March 2014



THE PARISH CHURCH OF ST. JOHN THE BAPTIST, FECKENHAM

CHURCH LEGACY

A lasting gift to your church

At the Church St John the Baptist, Feckenham, we welcome all gifts in wills, however large or small and we promise to use your gift to make a difference to our parish. Our PCC Legacy Policy is to use gifts to help fund significant development projects, whether buildings, equipment or staff.

Since needs change over the years, we encourage you to leave a gift in your will for the general purposes of the parish rather than for a restricted purpose. We will discuss possible uses of your gift with your executors when the time comes, bearing in mind your known areas of interest in the church (e.g. music, buildings, children and youth, overseas mission or aid) and the church's priorities at the time.

You can be confident that your gift will be used to make a real difference to our future ministry.

We acknowledge gifts in whatever way the donor and/or his/her executors feel most appropriate to. Equally, we can make sure that gifts remain anonymous if the donor prefers.

If you would like to talk to someone in confidence about the sorts of purposes your gift might fund, and how or if you would like your gift to be acknowledged, please contact Ian Hunter, Secretary to the Parochial Church Council, 01527 402360, ihunter@blueyonder.co.uk or John Eaton, Treasurer, 01527 894 272, john@eatonconsulting.co.uk or Wyn Beynon Priest in Charge, 01527 832 501 wynbeynon@gmail.com

If you would like to make a gift to our church in memoriam, please come and discuss this with us too. It can be a wonderful and appropriate way to remember a loved one.

This policy was adopted by the Parochial Church Council at a meeting on 18 January 2018.

Signed

PCC Lay Chair

Prof Mark Wheatley



PARISH CHURCH OF ST. JOHN THE BAPTIST FECKENHAM

CHURCH LETTING POLICY

1. The Church is an important historical building, and a significant part of Feckenham's history and heritage. The Parochial Church Council (PCC) and its Officers have the responsibility for promoting its use by the Church and wider community, and also of maintaining it for use and enjoyment by future generations.
2. The PCC and its agents reserve the right to refuse a hiring to any person or persons whom they feel do not conform to the principles held by Feckenham Church or who may bring the Church into disrepute. The PCC may take up references before agreeing to a hiring, or may cancel one without being liable for any penalty if references appear unsatisfactory. The hirer may not sub-let or assign their letting.
3. Hirers are responsible for the good and appropriate behaviour of their guests/audience etc
4. If Hirers fail to comply with the terms of this letting policy, especially those with legal force [eg: 5), 6) 7), 8), 10) 11)] the PCC will have to terminate the event immediately.
5. Under the **Licensing Act 2003**, the hirer may sell alcohol only with the PCC's permission. The PCC's preferred option is for the hirer to employ qualified bar staff, or to have a named designated person serving at the bar who has a Personal Licence (which the PCC's representative will need to see). They must comply with the law, for example not serving anyone under 18 with alcohol, and not serving after 10.30 pm. Anyone intoxicated must leave the Church immediately.
6. Lettings must finish by 11 pm. Noise/music must be kept at a level acceptable to those living nearby. This is especially important in the summer when windows may be open and/or people are in the Churchyard. **If you can't have a conversation in a normal speaking voice, things are too loud!**
7. The PCC has a **Child Safeguarding Policy** in operation. Hirers must have in mind the provisions of the Children's Act at any event involving children under the age of 18. Hirers shall have their own Safeguarding Policy. There shall be an adequate number of trained adults who have been recruited through a process which has included the appropriate Disclosure & Barring Service checks. Hirers shall follow good practice guidelines equivalent to those which the diocese commends.
8. Hirers must abide by the law regarding such things as Child Protection, Health and Safety and COSHH, Food Safety, Fire, and Copyright Regulations.
9. **Fire Safety:** the hirer is responsible for the safe conduct of activity during the period of hire. The PCC has its own Fire Safety Risk Assessment, and the hirer may need to carry out a risk assessment for a specific activity and must cooperate in ensuring that all precautions are maintained. The PCC can offer guidelines for fire procedures for the hirer's stewards. NB see points 9) and 10) below.
10. The hirer must keep all entrances and exits clear at all times. Maximum number of people in the Church is based on advice from Fire Service.
11. The hirer must consult the PCC about the use of candles or naked lights: if the PCC gives permission, the hirer must make sure that they do not drip wax onto floors, walls, fittings or

furniture.

12. A strict No Smoking Policy applies to the Church.
13. Hirers must inform the PCC of those whom they wish to serve food or provide music. The PCC accepts no responsibility for food and drink served by outside caterers. Hirers should ensure that their caterers (professional or amateur) are aware of the requirements of the **Food Hygiene (England) Regulations 2006** and the relevant **Food Safety Act** Codes of Practice.
14. **Hirers must leave the Church in good, clean order.** Losses, breakages and damage must be reported, and paid for in full – in addition, if necessary, to amounts deducted for extra cleaning from any deposit. **Particular attention should be paid to the cleanliness of the kitchen and kitchen utensils glasses and crockery.** Hirers must designate one person to be responsible for overseeing this at the end of the hiring. See below for penalties relating to this.
15. The PCC expect hirers to remove the rubbish arising from their hire.
16. Hirers are responsible for having their own public liability insurance cover where applicable
17. The hirer may not put any nail, hook or fastening into any of part of the building or use blue-tack or sticky tape. They may use drawing pins only in our notice boards. They may not put up or display any board, advertising bill or placard without the PCC's prior permission. If permission is given, all such boards, advertising bills or placards must be removed immediately at the end of the function.
18. A tariff of letting fees is available from the PCC Secretary. A substantial deposit is required for functions at which alcohol and or food are served; and may be requested for other functions. The PCC deduct from the deposit amounts to cover the costs (including wages) of cleaning and tidying the premises. The PCC is entitled to waive or vary charges in order to promote its objects. Letting fees are reviewed regularly. The PCC reserve the right to restructure letting costs and right of use. It also reserves the right to cancel lettings at short notice without liability of compensation of any sort; This would only occur in an emergency, and the PCC would return any deposit with a full explanation.
19. Hirers agree to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs, and expenses arising out of non-observance of these conditions.
20. The PCC will not be held responsible for any loss or damage which may occur to the property of others whilst they are using the Church.
21. The Church, including the toilet, is fully accessible for wheel chairs
22. Hirers need to arrange with the PCC Secretary about the opening and locking of the premises..

This policy statement was adopted by the Parochial Church Council of the Church St John the Baptist Feckenham at its meeting on

Signed Incumbent.....

 Chair of PCC.....

 Churchwarden.....

Dated.....
