



Christ Central Manchester Health and Safety Policy & Procedures

1. ADMINISTRATION	3
1.1. Management & responsibility	3
1.2. Employees and volunteers responsibilities	3
1.3. Visitors to the Christ Central Manchester space in Glenn House – outside of general church meetings and services	3
1.4. Visitors to Christ Central Manchester for church meetings and services	3
2. INFORMATION, INSTRUCTION AND TRAINING	5
2.1. Information	5
2.2. Instructions	5
2.3. Training	5
3. GENERAL HEALTH AND SAFETY PRECAUTIONS	6
3.1. Safety hazards and risk assessments	6
3.2. Health and safety awareness	6
3.3. Clothing and equipment	6
3.4. Working environment (including buildings)	6
3.5. Access for people with disabilities	6
4. HEALTH AND SAFETY PROCEDURES	7
4.1. Introduction	7
4.2. Lone working at Glenn House	7
4.3. Working with vulnerable people	7
4.4. New and expectant mothers	7

4.5.	Children and young persons under 18	7
4.6.	Waste disposal	8
4.7.	Smoking	8
4.8.	Alcohol or substance abuse	8
4.9.	Work-related stress	8
4.10.	Violence, harassment and bullying	9
4.11.	Equipment	9
4.12.	Manual handling and lifting	9
4.13.	Working at height	10
4.14.	Electrical safety	10
4.15.	Electricity-related injury	11
4.16.	COSHH	11
4.17.	Rodent Control	12
4.18.	Management and handling of cash	12
5.	FIRE PRECAUTIONS AND PROCEDURES	13
5.1.	Fire precautions	13
5.2.	In the event of a fire	13
5.3.	Fire extinguishers	14
6.	BOMB ALERT OR OTHER TERRORIST ALERT	15
7.	EMERGENCY FIRST AID	16
8.	REPORTING OF ACCIDENTS, NEAR MISSES OR SERIOUS INCIDENTS	17
8.1.	Reporting and records	17

1. Administration

1.1. Management & responsibility

The responsibility for the management of health and safety within Christ Central Manchester:

- 1.1.1. Directing the preparation and review of the health and safety policy and procedures and overall responsibility for its application lies with the Board of Trustees.
- 1.1.2. Preparation of procedures, the identification of risks, the conduct of risk assessments, the development of safe working practices, the provision of health and safety information and training, and the day-to-day supervision of health and matters is the designated Health and Safety Officer: Esther Chandler.
- 1.1.3. Daily supervision of safe working, carrying out risk assessments and developing safe procedures, and the reporting of incidents is the responsibility of Esther Chandler.

1.2. Employees and volunteers' responsibilities

- 1.2.1. Every employee and volunteer have a duty to take reasonable care for their own safety and that of others who may be affected by their actions or omissions. All employees and volunteers are to be familiar with the provisions dealing with emergencies, fire precautions, first aid, evacuation and safe working.
- 1.2.2. All employees and volunteers have a duty to comply with the Christ Central Manchester health and safety policy and procedures, and not to misuse or recklessly interfere with anything provided. Failure to do so may result in disciplinary action, including dismissal where appropriate.
- 1.2.3. All employees and volunteers are required to report anything they suspect may represent a safety hazard to their line manager or the office Health & Safety Officer.
- 1.2.4. Those with disabilities or conditions, whether permanent or temporary, which they suspect may represent a potential risk should inform their line manager or Health & Safety Officer, so that safe procedures can be put into place in a timely manner.

1.3. Visitors to the Christ Central Manchester space in Glenn House – outside of general church meetings and services

- 1.3.1. The responsibility for visitors rests with the person that invited them, and they should be escorted whenever practical and reasonable.
- 1.3.2. Visitors should be given such fire, evacuation and safety information, instruction or training as may be necessary or appropriate.
- 1.3.3. Visitors also have a duty to comply with the Christ Central Manchester health and safety policy and procedures, and not to misuse or recklessly interfere with anything provided.
- 1.3.4. When large groups visit Christ Central Manchester, the chief organiser should have a list of attendees, so they can be accounted for in case of fire.

1.4. Visitors to Christ Central Manchester for church meetings and services

- 1.4.1. During public meetings, the church body and in particular the church leaders should keep an eye on newcomers and make clear any hazards

that newcomers may not be aware of. This can include making clear which areas of the building are not ours (and have not been safety checked by us)

- 1.4.2. One off hazards (such as use of baptistry) should be flagged at the start of meetings.
- 1.4.3. Persistent but unlikely hazards (such as stranger danger) should be addressed at regular intervals to remind the church to be vigilant.
- 1.4.4. Visitors also have a duty to comply with the Christ Central Manchester health and safety policy and procedures, and not to misuse or recklessly interfere with anything provided.
- 1.4.5. Anyone behaving in an unsafe manner can be asked to leave; this includes anyone causing emotional distress. Steps should be taken to de-escalate the situation where possible. Responsibility lies with the event organiser or senior leader.
- 1.4.6. For events happening at night, with children, or only single genders present: Consideration should be made around locking either the front door or the upper door (if the building is in use elsewhere) once attendees have arrived. Suitable church members can be selected to staff the doors.

2. Information, Instruction and Training

2.1. Information

2.1.1. Health and safety information is readily available from a wide range of sources, particularly the Health & Safety Executive web site. General health and safety leaflets are available from the Health & Safety Officer.

2.2. Instructions

2.2.1. All employees and volunteers are to receive instruction from their line management or the Health & Safety Officer before using any equipment provided by Christ Central Manchester, using Manufacturer's Instructions where appropriate.

2.2.2. If, subsequently, they are in any doubt about their familiarity with the equipment or its safe use they have a duty not to use the equipment until they are satisfied they can use it safely.

2.3. Training

2.3.1. Initial health and safety training covering fire, evacuation, and other key safety procedures for all employees and key holders is to be carried out either during induction by the Health & Safety Officer or the relevant supervisors.

2.3.2. Work process and related equipment training is to be carried out by line managers and recorded where appropriate.

3. General Health and Safety Precautions

3.1. Safety hazards and risk assessments

3.1.1. Christ Central Manchester has carried out risk assessments of the hazards identified in the workplace and at church activities carried out elsewhere and has put in place procedures to reduce the risk to a reasonable level. Any new activity or change in procedure or environment which is likely to present a hazard should be reported to the Health & Safety Officer immediately.

3.2. Health and safety awareness

3.2.1. All employees and trustees should be aware of health and safety matters and contribute to the overall safety of our work environment and participate in the risk assessment process.

3.3. Clothing and equipment

3.3.1. Christ Central Manchester will provide all equipment (including safety equipment) and safety/work clothing necessary to carry out the employee's or volunteer's role. Equipment training will be provided. Employees are to use equipment or clothing provided appropriately and report any failures or deficiencies promptly to the Health & Safety Officer. No personal equipment can be brought into the office, Sunday venue or other venue used by church members for church activities, without the approval of the Health & Safety Officer and mandatory safety checks being carried out.

3.4. Working environment (including buildings)

3.4.1. Christ Central Manchester has carried out a full check of the buildings leased and ensured that they are compliant with current fire safety requirements (Fire Precautions Workplace Regulations), and they have been checked by the Fire Department. Fire safety and evacuation procedures must be rigorously implemented with particular attention to the prevention of fire and the provision of safe evacuation routes which must be kept clear at all times.

3.4.2. Working areas have been designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety.

3.4.3. Corridors and working spaces must be kept clear of rubbish, equipment, cables, chairs or any other item that might constrain evacuation routes or present a tripping or other hazard.

3.5. Access for people with disabilities

3.5.1. Christ Central Manchester will provide access to (and evacuation from) the building and toilets for wheelchair users and others with restricted capabilities. Employees or volunteers with specific disabilities requiring special support will be individually assessed and appropriate reasonable provision made.

4. Health and Safety Procedures

4.1. Introduction

4.1.1. These safety procedures have been compiled following risk assessments of likely hazards arising from the building, environment and activities carried out by Christ Central Manchester. When new processes, activities or changes occur, additional assessments should be made, and these procedures amended in a timely manner.

4.2. Lone working at Glenn House

4.2.1. It is noted that the current office is in a shared space where people from other companies are consistently working in the building during office hours, therefore true lone working is unlikely to occur.

4.2.2. Volunteers should not be left to work alone in the building where possible, in particular out of office hours it should be ensured that any volunteers are either working in pairs or are registering their whereabouts with someone who can raise the alarm if they do not leave the building at the expected time.

4.2.3. When lone working is unavoidable the following procedures should be employed:

- The person working alone must have a phone to hand, remain behind locked doors and not allow anyone unknown to them personally to enter the building (or top floor of Glenn House)
- If there is any perceived risk of danger on leaving the building, phone the police and then advise a church leader.

4.3. Working with vulnerable people

4.3.1. Every effort should be made that vulnerable people are not placed at risk or pose a risk to others. Supported volunteers must never be left to work alone, but properly supervised at all times. Wherever possible, vulnerable staff are not to be left alone with one other person for protracted periods of time.

4.3.2. Rooms at Glenn House all have windows or glass door panels – these should not be obscured so that it is possible at all times for someone outside to view into the room.

4.4. New and expectant mothers

4.4.1. Christ Central Manchester is to comply with current regulations in respect of new or expectant mothers, providing maternity leave, conditions of work, and work procedures that are both reasonable and practical for the health and safety of mother and child. In particular:

4.4.1.1. An individual risk assessment is to be carried out and procedures or work patterns or hours reasonably adjusted to provide for safe working.

4.4.1.2. Lifting catering boxes, camping or music gear, or other heavy items by new or expectant mothers is prohibited.

4.4.2. New and expectant mothers are to be allocated a priority car parking space where possible.

4.5. Children and young persons under 18

4.5.1. Children should be supervised by parents personally at all times and ensure that their behaviour does not put themselves or others at risk.

The only exception is during designated children's work; the sign in and out policy should be followed.

4.5.2. Children and young people may only volunteer for specific activities appropriate to their age and experience and whilst supervised by either parents/guardians or Christ Central Manchester staff (with the agreement of parents/guardians). Children should be left in the care of adults with suitable safeguarding checks only and always in accordance with Christ Central Manchester's Safeguarding Policy.

4.5.3. Types of acceptable volunteering are:

4.5.3.1. Simple administrative tasks/serving on visuals team.

4.5.3.2. Helping at awareness and/or outreach events

4.5.3.3. Sorting of Christ Central Manchester equipment such as toys or music gear

4.5.3.4. Serving refreshments at events (must be supervised by a trained adult and considered competent to be around catering equipment)

4.6. Waste disposal

4.6.1. All waste is to be disposed of in appropriate containers (cardboard/paper & food/general waste). General waste services are included as part of the rental contract. Excessive waste or secure waste disposal should be disposed of using professional/council services.

4.7. Smoking

4.7.1. The church operates a No Smoking policy throughout and at any hired premises. Proper receptacles for the disposal of cigarettes should be used if provided by the venue hired.

4.8. Alcohol or substance abuse

4.8.1. Alcohol, drugs and certain other substances (including medication) may have a detrimental effect on an individual's health and safety at work and may place other employees at risk. Employees must NOT consume such substances whilst at work or beforehand if the effects may have a detrimental effect on them at work. If as an employee you have been prescribed medication which has a detrimental effect on you, you must discuss this with your line manager so a decision can be made whether you may attend work, and what work you can safely carry out.

4.8.2. Employees who know they have an alcohol, drug or related problem should voluntarily seek help, diagnosis and treatment. They may discuss their problem in confidence with the Health & Safety Officer who can advise you where to get help.

4.8.3. National organisations which can help are:

- Alcoholics Anonymous - 0845 769 7555
- Narcotics Anonymous - 0207 730 0009
- Addaction – 0207 251 5880
- Your GP

4.9. Work-related stress

4.9.1. Although some stress at work may be unavoidable and may even have a positive effect, Christ Central Manchester will take all reasonable measures to prevent all work-related psychiatric illness or stress.

Employees and volunteers are encouraged to be open about issues relating to stress so that the church can take steps to reduce the risk of stress related illness, by, for example, adjusting working conditions or workload, and ensuring that employees receive support in the workplace.

4.10. Violence, harassment and bullying

4.10.1. All reasonable security precautions have been and will continue to be taken to prevent the risk of violence against Christ Central Manchester staff and volunteers. Christ Central Manchester welcomes suggestions to improve security and protection and will implement these where reasonable and practicable.

4.10.2. Christ Central Manchester does not accept violence, bullying or harassment of its employees or volunteers under any circumstance and disciplinary action will be taken against any employee or volunteer responsible for such acts. Anyone subject to this is encouraged to report this at once to the Health & Safety Officer or any other member of staff they feel comfortable to address, at the earliest opportunity.

4.10.3. All complaints will be taken seriously, and Christ Central Manchester will investigate these matters fully, promptly and objectively. Disciplinary action, including immediate dismissal, shall be taken against offending employees or volunteers if merited. As far as is reasonably practical, the nature of complaint and identities of those involved will be kept confidential.

4.11. Equipment

4.11.1. Christ Central Manchester will provide all equipment necessary for employees or volunteers to carry out the tasks given to them. No private equipment may be brought in and used without the express permission of the Health & Safety Officer, who will then ensure the equipment is safe to use and people are trained properly in its use.

4.11.2. All equipment held by the Christ Central Manchester will be maintained in a safe condition and in good repair. Where applicable, equipment is to be regularly checked for safety in accordance with current regulations, and records kept.

4.11.3. Employees and volunteers are not to use equipment they have not been trained to use. Equipment is to be used only for its due purpose and used correctly. Careless or incorrect use can result in personal injury and/or damage to the equipment.

4.11.4. Employees and volunteers are required to report any defects in the equipment, safety device or protective equipment they are issued and not to use any defective equipment.

4.12. Manual handling and lifting

4.12.1. Occasionally some of the work at Christ Central Manchester involves lifting and manual handling e.g., of camping or music equipment. Simple rules have been put in place to prevent back injuries through lifting and manual handling as follows. All employees and volunteers must:

- Be given lifting instruction during the induction process in accordance with the health and safety guide “Getting to Grips with Manual Handling”.

- Tell line management if they have a history of back problems or other injuries which may affect their ability to carry out lifting tasks.
- Not lift heavy items (above 20kg) without using appropriate lifting equipment or sharing the load. Common sense should be used in adjusting down this limit for the needs of the individual.
- Not lift heavy items on to high shelves above waist height.
- Use the lifting equipment provided (trolleys, pallet lift, etc) in a safe manner.
- Not over-reach or twist even when lifting light items.
- Be shown the manual handling posters which are to be prominently displayed in the store area.
- Take particular care when loading or unloading any vehicle to ensure additional strain is not caused when lifting items on or off the vehicle floor.

4.13. Working at height

4.13.1. Loading or removing items from storage shelving is the only activity routinely involving working at height. The following procedures apply to all employees or volunteers working at Christ Central Manchester:

- A mobile step ladder must be used to load or remove items from upper shelves. The steps must be checked before use.
- All staff must be trained in these procedures.
- Items/boxes to be lifted are to be limited to an estimated weight of 20kg.
- Industrial shelving used for the storage of heavy items must be securely fixed and loaded with the safe working load.

4.13.2. Other occasions where a ladder is needed, the following procedures apply:

- Only ladders registered and checked by Christ Central Manchester staff are to be used. A record of safety checks must be kept.
- Before use the ladder is to be checked for safety in accordance with the leaflet secured by the ladder storage location. The ladder must be undamaged and have serviceable rubber footings.
- The ladder is to be returned to the storage area after use.
- To prevent the ladder slipping it must be placed securely at a 75-degree angle (bottom to be 25cms away for every 1m in height).
- No ladder longer than 3 metres may be used unless fixed securely or held firmly by a second person.
- Overreaching and the carrying of loads should be avoided.

4.14. Electrical safety

4.14.1. Anyone using electricity or electrical equipment must be aware of the danger of electrocution, shock, burns, fire and explosion. All precautions must be taken to reduce such risks.

4.14.2. Fixed electrical systems are to be regularly checked, and then only by appropriately qualified and insured contractors appointed by Go Church (Landlord). No Christ Central Manchester staff are permitted to interfere with or attempt to maintain or repair fixed electrical systems, unless

they are qualified to do so and it is by the agreement of Go Church (Landlord).

4.14.3. Employees or volunteers are to report any fault or defect in fixed or portable electrical equipment to the Health & Safety Officer, who should then isolate the equipment until it is repaired. Employees must not replace fuses as the cause of failure may not have been identified.

4.14.4. All portable or moveable electrical equipment is to be checked for electrical safety annually. Equipment should be labelled accordingly with the date of the last check. Out of date equipment should not be used.

4.14.5. Electrical overload should be avoided: in principle only one item should be connected to one plug or extension cable. Multiple extensions should not be used if the possible combined power requirement exceeds 3kw. In addition, care must be taken in using extension cables to avoid a tripping hazard, and ensure they are properly routed away from heat sources or sharp edges.

4.14.6. Employees and volunteers can contribute to safe working by:

- Using equipment only as described in the manufacturers' instructions and with due regard to the safety of themselves and others. Seek training when appropriate.
- Never use electrical equipment with wet hands and keep liquids (especially hot beverages) clear of electrical equipment.
- Reporting faults promptly to the Health & Safety Officer.
- Looking out for faults or potential risks as follows:
 - Damage to insulation on cables
 - Damage to plug.
 - Exposed wires or loose connections
 - Overheating
 - Overloaded plugs or extension cables

4.15. Electricity-related injury

4.15.1. In the event of a person suffering an electric shock it is important to:

- Turn off the power and (if possible) isolate the supply. Do not touch the person until this is done. Where this is not feasible use a non-conducting object such a wooden broom handle to remove the live cable/item from the person.
- Call a First Aid Qualified person to take charge in the case of injury.
- Seek medical help if the victim is unconscious.
- Cool minor burns with water and cover with a clean dry cloth or dressing.
- Report the incident to the Health & Safety Officer.

4.16. COSHH

4.16.1. Some substances in use at the church may cause injury or damage to health if spilt or used inappropriately. In principle:

- All substances hazardous to health must be stored securely and made only available for use by those who use them for the task for which they were obtained.
- Personnel using these substances must be made aware of the correct use of the substances, risk they present, and the immediate treatment if inadvertently put at risk due to spillage or inappropriate use.
- Incidents involving COSHH substance must be reported to the Health & Safety Officer.

4.17. Rodent Control

The following procedures are put in place to prevent rodents becoming a health hazard:

- 4.17.1. The church office must be rodent secure as far as is practicable and reasonable. Doors, windows, and walls to the outside must be free from holes or gaps which would allow access to rodents.
- 4.17.2. Food must be stored off the floor and in appropriate sealed containers.
- 4.17.3. Food packaging must be unbroken and where spillage occurs it must be cleared up quickly and not left to attract rodents.

4.18. Management and handling of cash

- 4.18.1. The visibility and accessibility of cash poses a risk of possibly violent theft, so the following steps are to be taken to minimise this risk:
- 4.18.2. Staff should not resist theft if there is a risk of violence.
- 4.18.3. Cash should be kept in a lockable box and locked in the administrator's office until it can be banked.
- 4.18.4. Cash should be avoided wherever possible; online banking should be used to arrange payment for events or for giving.
- 4.18.5. Christ Central Manchester's Standard Financial Instructions should be followed at all times and may supersede this document with regards to cash handling.

5. Fire Precautions and Procedures

5.1. Fire precautions

- 5.1.1. All employees, regular volunteers and building keyholders are required to familiarise themselves with the position of fire alarms, escape routes and fire fighting equipment nearest to them.
- 5.1.2. All visitors (outside of public meetings) are to be escorted whilst in the building.
- 5.1.3. Any fire alarms, detectors and extinguishers which are the responsibility of Christ Central Manchester are to be checked regularly to ensure they are in good working order.
- 5.1.4. Emergency routes and exits are to be always kept clear. Any which are the responsibility of Christ Central Manchester will be well signed and illuminated where necessary.
- 5.1.5. Staff are to be given familiarisation training in the use of fire extinguishers.
- 5.1.6. When a fire evacuation plan is exercised by a rented venue, any issues observed must be reported directly to the Fire Safety Officer in charge of the plan. All employees must comply with fire evacuation procedures on hearing the fire alarm and a failure to do so will result in disciplinary action.
- 5.1.7. Any event which involves using portable cooking equipment or outdoor activities such as camping should have a nominated site co-ordinator who is responsible for mitigating the risk of fire. The co-ordinator must ensure that there are appropriate fire extinguishers available, know how to use them, and be familiar with any site fire procedures. The co-ordinator may be a volunteer.

5.2. In the event of a fire

- 5.2.1. Any person discovering a fire is to raise the alarm by shouting “fire, fire, fire”, activate the nearest alarm, and call for the Fire Brigade by dialling 999 or 112.
- 5.2.2. Fires should only be tackled if it is safe to do so: there is a clear escape route, fire extinguishers of the appropriate type are available, and you are confident in the use of the extinguisher.
- 5.2.3. All personnel should ensure all others in their area are alert to the fire and should evacuate the building by the shortest possible route, only closing doors or windows if time permits, and assemble at the designated assembly point in the main car park. Personnel should not delay by collecting personal belongings.
- 5.2.4. On evacuation the Health & Safety Officer (or in event of absence, any nominated staff member or leader), should take the record of personnel in the building to the assembly point and call the roll to establish whether everyone is safely out of the building. If not, they should inform the fire brigade that there are people left in the building, and their identity.
- 5.2.5. All personnel evacuated are to remain at the assembly point until released by the Health & Safety Officer or fire brigade.

5.2.6. Every event of fire should be reported to the Health & Safety Officer who is to report this in writing to HSE as required by law. The Health & Safety Officer will also investigate the circumstances of the fire and determine whether further training or procedures can be put in place to reduce the risk of a similar incident occurring again.

5.3. Fire extinguishers

5.3.1. All modern fire extinguishers are red, but they are labelled to show what type they are and what type of fire to use them on. The correct type of fire extinguisher only should be used to deal with a fire as follows:

Type	Type of fire
Water	Carbonaceous materials (wood, paper, fabrics etc)
Foam	Carbonaceous material or flammable liquids (as above plus petrol, oil, solvents)
Carbon Dioxide	Electrical fires, flammable liquids, & gases
Dry Powder	All types of fire

6. Bomb Alert or Other Terrorist Alert

The risk of a terrorist attack is small, but the following guidance is given to reduce the risk of panic or injury:

- If anyone should receive a terrorist threat over the phone, they should try to establish the nature of the threat, where, and when. Try and establish the gender, age, accent (including intoxication), background noise (e.g., pub/traffic) of the caller.
- Dial 999 or 112 and report the threat to the police.
- DO NOT PANIC but raise the alarm through a member of the permanent staff.
- Only evacuate the building if the threat is specific to the building. If so, evacuate calmly to the car park and await further instructions.

7. Emergency First Aid

- 7.1.1. It is the responsibility of the Health & Safety Officer to maintain adequately stocked first aid boxes, kept visible at all times. These are located in the church Main Auditorium, Drinks Area, and First Steps Room. At frequently used venues the locations of First Aid boxes will be provided into appropriate volunteers (this may be appended to this document when appropriate). All staff are to familiarise themselves as to their location and the list of First Aid qualified personnel.
- 7.1.2. The Health & Safety Officer will arrange for first aid training for a number of personnel to provide adequate cover for the building and publish a list of qualified personnel and their location at reception.
- 7.1.3. In the event of an incident requiring first aid the person first on the scene should:
 - Call for help.
 - Assist the first aid qualified person as required.
 - Call for an ambulance as necessary.
 - Report to the Health & Safety Officer
- 7.1.4. The first person providing first aid should:
 - Carry out first aid until help arrives.
 - Advise ambulance staff what happened and what treatment was given.
- 7.1.5. The Health & Safety Officer should record the incident in the accident book. Report the accident in accordance with RIDDOR and make a report to the trustees, if appropriate.

8. Reporting of Accidents, Near Misses or Serious Incidents

8.1. Reporting and records

- 8.1.1. All accidents or near misses are to be reported to the Health & Safety officer for investigation as they are required by law to report accident or ill health at work. In general, every incident which results in, or could have resulted in the death, serious injury or injury lasting over 3 days (including that caused by violence) must be reported to the HSE within 10 days.
- 8.1.2. All accidents resulting in injury should be entered in the accident book in the church office or into the accident book kept specific to the location e.g., children's room.

Appendix 1: First Aid at Glenn House



First Aid at Christ Central

Our nominated first aider is:

Esther Gamon – paediatric & adult



Other first aiders who can be called upon:

Sarah Derbyshire – paediatric
Maria Belen Zambrano - paediatric
Dan Derbyshire –adult

In addition, the following are medically qualified:

Dr Rosalind Morley (Roz)
Claire Price
Gabe Argile (manual handling/lifting of people)

Please advise the Welcome Team Leader of any ongoing medical emergency so that they can provide assistance and manage the congregation as needed:

Adrian McCullough
Natasha McCullough

First Aid Kit Locations:



- **(1st Steps Area)** Top shelf of storage unit – medium first aid kit
- **(Drinks Area)** 2nd Cupboard as marked on external door – first aid plus **burns kit**
- **(Main Auditorium)** by double doors/AV room entrance – large first aid kit

Appendix 2: Physical Safety Risk Assessment

The risk assessment is updated as needed and reviewed annually, please see separate excel file for latest version.

Risk	Hazard identified	Likelihood	Impact	Risk Score	Risk Mitigation	Revised likelihood	Revised impact	Revised score	Accept residual Risk?
Falling	Galleried landing has climbable bannisters.	4	5	20	Banister access to be blocked by guards. Parents to be made aware of hazard.	1	5	5	Yes
Choking	Younger children choking on food or small toys. Adults choking on food.	3	5	15	No food to be given to First steps age group. Food provided to Kidsclub age should be done so with children seated as they eat. Parents can give children food themselves as they would do at home. All to be aware of who the designated first aider is; the designated first aider cannot be guaranteed to be present in the room with small children.	1	4	4	Yes
Electric Shock	Historic wiring to sockets in poor state of repair - shock risk	3	5	15	Sight survey carried out by HSO to determine any remaining loose sockets. Any faulty sockets to be reported to HSO immediately and usage discontinued. New sockets installed by competent persons only. Electrical safety is ultimately the responsibility of the Landlord	1	5	5	Yes
Electric Shock	Children playing with sockets - shock risk	3	5	15	All children to be appropriately supervised by parents and children's workers. First steps room to have socket covers installed.	1	5	5	Yes
Imprisonment during fire	Fire escape blocked or roller not opened	3	5	15	Keyholder to open fire escape and check route is clear. Senior leaders or person in charge to be made aware and vigilant to the issue of fire escape blockage and fire routes out of the building.	1	4	4	Yes
Cuts/puncture wounds	Misuse of cutlery especially by children	3	4	12	In general restrict cutlery use to adults and provide teaspoons/spoons only, forks for lunches and knives for use by servers only. Where knives are needed consideration should be made to using wooden or plastic options. No cutlery should be given to young children except by parents who must observe their child.	2	2	4	Yes

Risk	Hazard identified	Likelihood	Impact	Risk Score	Risk Mitigation	Revised likelihood	Revised impact	Revised score	Accept residual Risk?
Trips	Trailing wires, ill placed furniture or children's toys	4	3	12	Band and AV team to be proactive regarding cable management. Cables to be installed overhead where possible. Parents and children's workers to maintain tidy children's spaces and keep toys out of high traffic areas (e.g. aisles). Chairs to be returned to the standard layout after events and kept in standard layout as far as possible to minimise the chance of causing inadvertent obstructions.	3	2	6	Yes
Allergic Reaction	Accidental ingestion of allergens for adults and children	2	5	10	No food to be given to young children without parental permission. Food provided for those with allergies is to be individually wrapped by the manufacturer and ingredients labels provided. Where we buy in food or hold bring and share food events, attendees should be aware that food may not have been labelled correctly or cooked in allergen free environments and they should judge for themselves the safety of consuming any items. Communion items should be clearly described regarding allergens by the leader and there should be no pressure to participate.	1	3	3	Yes
Car accident	Car Park - risk of pedestrian/person collision or vehicle to vehicle bumps	2	5	10	Restrict use of car park to vulnerable users and guests - reduce busyness. Children not permitted to play in car park. Parents reminded to be vigilant. Drivers asked to be aware and drive slowly. Welcome team to raise dangerous behaviour directly or to the Leadership team.	1	3	3	Yes
Drowning	falling/submersion in baptism pool	2	5	10	Hazard signs to be used. Key holders, Band and early arrivers to be briefed, especially those bringing children. No children left unattended in auditorium when pool is full.	1	4	4	Yes
Electric Shock	Heating Baptism Pool	2	5	10	Designated person to be in charge of heating the pool, in sight of pool at all times. Pool to be covered while heater is in use to prevent people touching the water. Hazard signs to be used. Band/early arrivers to be briefed, especially those bringing children.	1	4	4	Yes
Electric Shock	Loose wires hanging from ceilings or above ceiling panels but accessed during installation of new AV equipment - shock risk	2	5	10	Only competent staff familiar with the building's issues to carry out installation works in or at ceiling height.	1	5	5	Yes

Risk	Hazard identified	Likelihood	Impact	Risk Score	Risk Mitigation	Revised likelihood	Revised impact	Revised score	Accept residual Risk?
Back injury, impact from falling items	Stairs to first floor - carrying heavy items	3	3	9	Hand rail to be used at all times. Heavy items to be moved by suitable physically suitable personnel only. Use of lift for large items which cannot be split into smaller loads. See "Heavy lifting" below.	2	2	4	Yes
Back injury/impact from falling items	General heavy lifting - back injury etc	3	3	9	Heavy lifting to be carried out by physically capable team members only. Heavy items should be broken into smaller loads wherever possible e.g. stack of chairs. Larger items to be carried by two team members. Team members should lift with the knees and not the back. Heavy items should not be placed on high shelves.	2	2	4	Yes
Crush injury	Tipping of stacked furniture or furniture which is tall but not currently secured to walls - crush injuries	3	3	9	Secure all tall furniture to walls. No stacked furniture in children's rooms. Chairs to be stacked to 5 high only and not moved in stacks. Stacks to be placed against walls and into storage area when possible.	1	2	2	Yes
Falling	Working from height - use of steps etc	3	3	9	Only those with experience are allowed to use steps, e.g. Visuals team for switching on camera. Steps must not be used when working alone. No team member to use anything other than steps to stand on.	1	2	2	Yes
Food poisoning	Out of date or spoiled refreshments/surface uncleanliness	3	3	9	Clear instructions for food servers. No questionable food to be served. Regular cleaning of surfaces. Cloths, towels etc to be hot washed after use. Non disposable plates/cups etc to be taken away for thorough cleaning once used. Flasks to be steam cleaned at regular intervals.	1	3	3	Yes
Imprisonment, bumps	Use of lift and lighting	3	3	9	Lift maintenance is responsibility of Landlord. Any lift issues to be reported and church to be made aware of any lift issues as they pertain to accessibility issues.	1	3	3	Yes
Scalds	Scalds from hot water/drinks.	3	3	9	Burns first aid kit to kitchen area. Gate to restrict access to drinks service area. Training for drinks servers. Notice to church at regular intervals	2	2	4	Yes
Burns	Hot radiators - in particular burns hazard for small children	2	4	8	Installation of radiator covers to children's rooms radiators. Boiler temperature to be maintained at low enough level to prevent dangerously hot radiators. Hot radiators to be reported to HSO.	1	2	2	Yes
Burns	Fire caused by faulty equipment or electrics/ birthday candles etc	2	4	8	Regular PAT testing. Provision of and regular checking of Fire extinguishers. Suitable precautions around naked flames and duration of use.	1	3	3	Yes
Electric Shock	Opening the electric gate - shock risk	2	4	8	Only trained key holders to open or close gate. The overall gate safety is the responsibility of the landlord.	1	4	4	Yes

Risk	Hazard identified	Likelihood	Impact	Risk Score	Risk Mitigation	Revised likelihood	Revised impact	Revised score	Accept residual Risk?
General	Lone working - injury or attack	2	4	8	Lone working to be avoided when possible. Note that the building is in use during office hours by other businesses. Front door and/or upper landing doors to be kept locked when working alone. Lone worker should have a family member or church leader know an expected departure time as well as when they have actually left the building.	1	3	3	Yes
Trapped fingers/limbs	Fire doors with returns can trap fingers in door crevices	2	4	8	Finger guards installed on all doors with returns in CCM Areas. Use of glass panels in doors to observe whereabouts of people and especially small children.	1	2	2	Yes
Crush injury	FM classrooms etc contain multiple safety hazards for children e.g. stacked furniture	2	3	6	Parents to be briefed as to no go areas for children. Doors to be kept locked where possible to prevent access to non CCM areas.	1	3	3	Yes
Falling/tripping	Fire escape open on hot day etc and access to stairs by church members - falling and tripping	2	3	6	Person in charge to only permit opening of fire escape in merited circumstances and to make all aware of the hazard/no go area unless in event of fire.	1	3	3	Yes
General	Minor injury such as cuts/scrapes/bruises	3	2	6	First Aid kits made available and Designated first aider made clear.	3	1	3	Yes
Lung/brain injury	Fume inhalation - paint and other decorating materials including dust from ceiling tiles	2	3	6	When decorating or replacing carpet/ceiling tiles: Open windows on arrival. Dust masks to be worn. Selection of low VOC products where possible.	2	1	2	Yes
Head injury	Loose/dipped ceiling tiles - head injury risk	1	2	2	Anyone working at height to be briefed. Loose ceiling tiles/tiles in disrepair to be reported to HSO	1	1	1	Yes