



**EASTER CENTRE  
HEALTH & SAFETY POLICY**

**SIGNED .....**

**DATE .....**

**REVIEWED.....**

## ST JOHN'S EASTER CENTRE HEALTH AND SAFETY POLICY

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it. The policy is in three sections:

**Section A** – General statement of policy

**Section B** – Organisation and responsibilities

**Section C** – Implementation of the Policy

**To all employees, voluntary helpers and contractors**

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health & safety. Explanatory information on various key aspects of Health & Safety regulations is contained in the St John Easter Centre's Health & Safety File which is kept The Church Office. The file will also provide the basis for staff/volunteer training/familiarisation.

**Section A – General Statement of Policy**

Our policy, so far as is reasonably practicable, is to maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers and casual labour and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of St John's Easter Centre (The Easter Centre), visitors, contractors and others who may visit The Easter Centre and any associated buildings and grounds.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up-to-date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. To ensure that health & safety matters are kept constantly under review, an item on health & safety will be on the agenda for all meetings of the St John's Easter Centre Management Committee. Employees and volunteers will be consulted on a regular basis in order to seek their views on health & safety matters.

**Section B – Organisation and Responsibilities**

**Responsibility of the Vicar and Churchwardens**

Overall responsibility for health & safety is that of the Vicar **Revd Esther Prior and the Churchwardens** who will ensure that arrangements are in place to satisfy health & safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, currently **Veronica Cresswell and Heather Cooke**

**Responsibility of the Parochial Church Council**

The PCC has general responsibility to ensure that the health & safety policy is implemented and are aided in this by the St John's Easter Centre Management Committee.

## Responsibility of the Health & Safety Officer

**Dave Watts** carries the responsibility for the day to day implementation of the arrangements outlined in this policy. The responsibility of the health & safety officer is to:-

- Be familiar with the health & safety regulations as far as they concern St John's Easter Centre
- Be familiar with the health & safety policy and arrangements and ensure they are observed.
- Ensure so far as is reasonably practicable that safe systems of work are in place
- Ensure that the The Easter Centre is kept clean and tidy
- Ensure the grounds are properly maintained
- Ensure that safety equipment and clothing are provided and are used by all personnel where this is required
- Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- Ensure that adequate access and egress is maintained
- Ensure adequate firefighting equipment is available and maintained
- Ensure that food hygiene regulations and procedures are observed.

## Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health & safety policy and to take reasonable care of themselves and others whilst on St John's Easter Centre business or premises. Employees and voluntary workers must therefore:-

- Comply with safety rules, operating instructions and working procedures
- Use protective clothing and equipment when it is required
- Report any fault or defect in equipment to the appropriate person
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- Not misuse anything provided in the interests of health & safety

## Responsible Persons

The following are responsible for safety in particular areas:-

- **Kitchen/Drinks Servery** – Lesley Pocock
- **First Floor** – The Wardens
- **Offices** – The Wardens
- **Toilets** – The Wardens
- **Children's Zone** – Dave Watts
- **Public Areas** – The Wardens

The following are responsible for safety in particular activities. The numbers in brackets refer to notes that follow:-

Accident Book/Accident Reporting (1)	Veronica Cresswell
Fire Extinguishers (2.1)	Chris Matthews
Fire Alarm (2.2/2.3)	Chris Matthews
Emergency Evacuation (2.4)	The Wardens
Portable Electrical Appliances (3.1)	Dave Watts and Chris Seager
Fixed Electrical System (3.4)	Chris Matthews
Gas Equipment (4)	Chris Matthews
Hazardous Substances (5)	Dave Watts
Plant and Machinery (6)	Chris Matthews
Condition of Floors (7.1)	The Wardens

Condition of Grounds (7.2)	The Wardens
Working at High Levels (9)	The Wardens
Food Preparation (10)	Lesley Pocock
Manual Handling (11)	Dave Watts (as part of risk Assessments)
First Aid Boxes	Dave Watts
Display Screen Equipment (12)	Johnny Sheppard
Building Defects/Glazing (13)	The Wardens
Vulnerable Adults/Child Safeguarding (14)	Ceppy Hosegood/Brenda Richardson CPO's
Personal Safety (15)	The Wardens
Contractors (17)	Chris Matthews
Health & Safety Training	Dave Watts Health & Safety Officer

## Section C – Implementation of the Policy

This section sets out our arrangements to minimise as far as is reasonably practicable risks to health and safety of employees, voluntary workers, members of St John's Easter Centre Egham, visitors and contractors.

### 1 Accidents and First Aid

**First Aid Boxes** are located in:

- St John's Easter Centre Kitchen
- St John's Easter Centre Drinks Servery

The trained /qualified **First Aiders** are:

Margaret Stevens  
 Andy Willis  
 Phil Holloway  
 Joyce Johnson  
 Jenny Gregory  
 Leah Robson  
 Andy Riddlestone  
 Julia Goddard  
 Alison Barry  
 Andrew Tebboth  
 Debbie Benefield  
 Nicola Cadet de  
 Fontenay  
 Mel Cramer  
 Phil Darby  
 Amin Deiry  
 Jan Ellender  
 Luisa Hodgkinson  
 Madelief Jackson  
 Val James  
 Ing-Marie Milford  
 Simon Milford  
 Jenn Riddlestone  
 Mike Whitehead  
 Lesley Pocock

**The Accident Book** is located in the St John's Easter Centre Office together with the First Aid boxes as above in Section C (1). Separate Records are kept at St John's Easter Centre for accidents involving outside organisations using the premises and those involving St John's activities.

All accidents and incidents are to be entered in the accident book or on an Accident Report Form and our Insurers (Ecclesiastical Insurance Ltd) advised.

If St John's Easter Centre is let to outside organisations they must be told in writing that in the event of an accident, details must be entered in the accident book kept for this purpose.

Accident Books and accident records will be reviewed at each meeting of the St John's Easter Centre Management Committee.

## **RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

Accidents covered by these regulations will be reported by the Church Office. Under RIDDOR there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries resulting in a person being absent from work for more than 7 days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations. There are three requirements for reporting:-

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **10 days** on the official form **F2508**.
- Accidents involving the injured person losing **more than 7 consecutive days work** (excluding the day of the accident but including any days which were not working days) but which do not fall into the first category above, must be reported in writing within **15 days** on form **F2508**.
- Reportable diseases as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis and other conditions such as certain musculo-skeletal disorders.

## **Accident Reporting**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online form. The form will then be submitted directly to the RIDDOR database and we will receive a copy for our records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. The Incident Contact Centre is on **0345 300 9923** (Monday to Friday 8.30 am to 5.0 pm)

## **Recording**

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR as well as the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration act 1992.

## **2 Fire Safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. To achieve this we undertake to do the following:-

- Assess the fire risks in St John's Easter Centre and associated buildings and the risks to our neighbours.
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people in the building can get out safely
- To provide a reasonable level of firefighting equipment
- Check that those in the building know what to do if there is a fire

- Regularly check that firefighting equipment is in place and is serviceable and that there is an annual maintenance contract in place.

## 2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:-

Lobby to Church 3ltr W & 2kg CO2  
1<sup>st</sup> Floor Landing 3ltr W & 2kg CO2  
1<sup>st</sup> Floor Kitchen 6ltr Foam & 2kg CO2 & Fire Blanket  
1<sup>st</sup> Floor Rear Stairs 3ltr W & 2kg CO2  
Lower lobby to Team Room 3ltr W & 2kg CO2  
Plant Room 2kg CO2  
Team Room 3ltr W & 2kg CO2  
Grd. Floor Main Entrance 3ltr W & 2kg CO2  
Church Office 2kg CO2  
Playbox Fire Exit 3ltr W & 2kg CO2  
Playbox Side Exit 3ltr W  
Playbox Wash Area Exit 3ltr W  
Grd. Floor Servery Fire Blanket  
Outside Bin Store 2kg CO2  
Outside Plant Room 6ltr W & 2kg CO2

These extinguishers are regularly checked and are checked and maintained annually by S P Fire Ltd.

## 2.2 Fire Alarm System

Chris Matthews has the responsibility for ensuring that the alarm system is maintained every 6 months. Dave Watts tests the system each week via a different call point recording the results in the Fire Alarm Log Book. The system is maintained by S P Fire Ltd. The Fire Alarm Panel is located in the Main Lobby of St John's Easter Centre.

## 2.3 Other Fire Protection Equipment

Smoke/Heat Detectors are located in all rooms, corridors, storage cupboards and plant rooms

Flashing Alarm Beacons are located in strategic areas, including all the toilets, to aid those who are hard of hearing.

These items are checked and maintained every 6 months as part of the Fire Alarm maintenance programme.

## 2.4 Evacuation Procedure

When only **staff** are present, evacuation should be via the **nearest safe Fire Exit**. Fire Exits are identified by the standard 'Running Man' symbol. The staff Assembly Points will be either be at the Caddy or the War Memorial depending on where the member of staff is working at the time. A member of staff must call the emergency services as soon as possible using the office telephone or their own mobile phone if this is quicker.

When St John's Easter Centre is being used by **visitors or groups** our evacuation procedures are as follows:

- Evacuation should be via the **nearest safe Fire Exit**. Fire Exits are identified by the standard 'Running Man' symbol. The Assembly Point will be by the Caddy or by the War Memorial if that is the safest route. **Assembly Point Notices are provided** to aid in this process.
- Responsibility for the decision to use a fire extinguisher will be the person in charge of the activity or group

- Emergency lighting is provided throughout the building and on external pathways.
- In the event of a non-fire emergency (bomb threat etc) an announcement to leave the building will be made by the person in charge of the activity or group. In this case the assembly point for everyone including staff will be the War Memorial or the Caddy building whichever is furthest from the site of the fire, if possible well away from St John's Easter Centre
- The person in charge of the activity or group must call the emergency services as soon as possible using the office telephone or their own mobile phone if this is quicker.
- These procedures must be made clear in writing to any non St John's Group using the premises,
- If any event is being run by an outside organisation, a church liaison person must be appointed and contacted by the organiser if no church personnel are present.

## **2.5 Evacuation Drills**

Evacuation drills will be carried out annually for staff and for large groups using the premises.

## **2.6 If You Discover a Fire**

If you discover a fire, no matter how small, you must:

- Immediately raise the alarm by operating the nearest Fire Alarm Call Point.
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible and within your capabilities 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 all doors are closed behind you. The general rule is people before property.
- Evacuate to the designated assembly points.
- Ensure clear access for the emergency vehicles
- Advise the relevant contact person at St John's

## **3.0 Intruder Alarm**

Chris Matthews has the responsibility for ensuring that the alarm system is maintained once a year. The system is monitored so that Police are called if the alarm is activated out of hours. The Monitoring also covers the Fire Alarm which covers it 24/7.

## **4.0 Electrical Safety**

- A list of all portable electrical appliances is maintained by the St John's Easter Centre Management Committee and a record is kept in St John's Church office.
- Every quarter plugs, cables and sockets will be inspected by a competent person under the Institute of Engineering and Technology (IET) Code of Practice to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed should be reported to the Church Office for action. (This is part of the normal PAT test procedure and is done at the specific intervals according to level of use and risk as recommended by the IET).
- All portable electrical equipment will be tested by a competent person under the Institute of Engineering and Technology Code of Practice. Any unsafe equipment will be repaired or disposed of if uneconomical to repair.
- A visual inspection will be carried out annually of the fixed electrical installation by the Health & Safety Officer and any defects reported to the Church Office for action.
- Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill.

All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use
- Report all faults immediately to the Church Office for action.
- 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 into the electrical equipment record
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

## **5.0 Gas Equipment Safety**

The gas boilers and other gas equipment are maintained and checked annually by a competent Gas Safe Registered Contractor. Any necessary work required for safety is implemented immediately.

## **6.0 Hazardous Substances**

The Health & Safety Officer will maintain a list of all hazardous substances used on the premises. The use of such substances is minimised but where they are necessary our safety arrangements are as follows:

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 are used to determine the correct method of use, protective clothing needed, method of storage and action to take in the event of an accident. Copies of these safety sheets are kept in the Health & Safety File kept in the Church Office

## **7.0 Safety of Plant and Machinery**

Dave Watts will maintain a list of plant and machinery and Chris Matthews will maintain a list of fixed plant e.g. Boilers. The procedures for checking and the rules for use are as follows:

- Employees and volunteers must not operate plant or machinery that they are not trained and authorised to use.
- Machinery must be switched off before any adjustments are made to the item
- If removed for maintenance, all guards must be replaced before the machinery is used again.
- Before using any item of plant or machinery ensure it is in a safe working condition, correctly adjusted and that there are no loose nuts, bolts or other defects.
- Appropriate Personal Protective Equipment (PPE) detailed below must be used when operating any item of plant or machinery.
- People under 18 may use hand tools only and must not operate any power driven item of plant or machinery
- Ladders may only be used for work of short duration provided they can be safely secured.
- Any defect in plant and machinery must be reported to the Church Office.
- A maintenance schedule for all plant and machinery will be kept. The following list details each item of machinery. People working on their own must have a means of communication and have informed a colleague of their work and made arrangements to be checked on.
- The following items of plant & machinery are tested by a competent person:
  - Gas Boilers – - maintained by a Gas Safe registered heating engineer
  - Central Heating Pumps
  - Underfloor Heating Manifolds
  - Hot Water Storage and Circulating Pumps
  - 2 Air Handling Units
  - Cold Water Booster Set - maintained by a Gas Safe registered heating engineer
  - Trend Building Management System
  - Trace Ground Water Protection System
  - PTS Pumps Ground Water & Sewerage Systems

Records are kept on the Maintenance Schedule Log on the Church Computer

## **8.0 Slips, Trips and Falls**

To reduce as far as is reasonably practicable the risk of slips, trips and falls, the Health & Safety Officer will check, each quarter, all floors in St John's Easter Centre and the paths in the grounds and will arrange for repairs or remedial work to be carried out.

## **9.0 Lighting**

To ensure that St John's Easter Centre remains well lit, any failed light should be reported to the Church Office who will arrange for this to be dealt with.

## **10.0 Working At High Levels**

The following are designated as high levels:

Main Roof  
Atrium Room  
Atrium Ceiling  
Ceiling Outside in Lobby leading to the Church

Only the following may work at high level:-

Approved Contractors  
Competent Volunteers

## **11.0 Preparation of Food**

Food may only be prepared under the supervision of someone who has the appropriate Food Hygiene Certificate including,

Betty Wheeler  
Brenda Richardson  
Veronica Cresswell  
Mel Cramer  
Sarah Kahn  
Carol Peters  
Jenny Gregory  
Sian Williams  
Emma Evans  
Hilary Davies  
Sue Gray  
Grace Hopkins  
Elaine Brindley  
Nicola Cadet de Fontenay  
Jenn Riddlestone  
Phil Darby  
Maggie Jackson  
Annabel Williamson  
Julia Goddard  
David (Sam) Brooks  
Joyce Johnson  
Lyn Alexandre  
Phil Holloway  
Julia Goddard  
Joyce Johnson

The local Environmental Health Officer has visited St John's Easter Centre and has awarded us the highest Hygiene Rating of 5.0. To ensure that we maintain that level we will:

- Ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- Ensure that all food handlers receive adequate supervision, instruction and training
- Ensure that appropriate risk assessments are carried out for food preparation and storage, including storage at correct temperatures.
- Ensure that before any food preparation takes place, all surfaces coming into contact with food must be washed down and sanitised
- Ensure that food is only prepared in the St John's Easter Centre Kitchen
- Ensure that all hirers who wish to provide foodstuffs are advised of facilities and procedures

## **12.0 Manual Handling**

- Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- Where it is not possible to avoid the need to move loads we will ensure that sufficient personnel are available and if necessary use lifting aids such as trolleys.
- More information is contained in the St John's Easter Centre Health & Safety File.

## **13.0 Display Screen Equipment**

Our policy is to assess the risks to all regular users of computer work stations and to reduce those risks as far as is reasonably practicable. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user friendliness of the software

Daily work routines should involve periods away from the screen and given the nature of our work it will be up to the individual to ensure that this takes place.

## **14.0 Building Defects**

Any defects noted should be reported immediately to the Church Office who will arrange for repairs to be carried out.

## **15.0 Vulnerable Adults and Child Safeguarding**

St John's Easter Centre will adhere to the Policies developed for St John's Easter Centre Egham in line with the Diocese of Guildford's 'Safe Hands' policies and guidance which may be found on their website. Copies of the Diocese' Training Notes will be found in the St John's Easter Centre Health & Safety File. All Staff and Supervisors must make themselves aware of these policies and report any concerns to Ceppy Hosegood Tel: 01344 872883 and Brenda Richardson Tel: 01784 434295 the St John's Child and Vulnerable Adults Safeguarding Officers email: ([cpo@stjohnsegham.com](mailto:cpo@stjohnsegham.com))

## **16.0 Personal Safety**

To ensure the safety of staff and volunteers risks assessments will be undertaken for people working alone, handling cash and other valuables or visiting people in their homes.

## 17.0 Risk Assessments

Risk assessments are carried out regularly in all areas of St John's Easter Centre by the Health & Safety Officer and Staff and Key Volunteers in order to meet our obligations under the Management of Health & Safety at Work regulations 1999. These assessments will identify risks, the people at risk, the control measures already in place, the actions that can be taken to reduce the risk and record when this remedial work has been done.

Detailed information on risk assessments and sample HSE Risk Assessment Forms are contained in the St John's Easter Centre Health & Safety File.

## 18.0 Contractors

Anyone who is not an employee or volunteer entering the St John's Easter Centre premises to carry out work will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- Have their own Health & Safety Policy (where required by law) and be able to provide a copy of the same.
- Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be retained.
- Comply with the requirements of this Health & Safety Policy and co-operate with St John's Easter Centre officials in providing a safe place of work and a safe system of operation.
- Where plant or machinery is brought onto St John's Easter Centre premises the contractor must show, where necessary, that the equipment has been inspected and tested to ensure safe operation.
- Contractors may only use sub-contractors with the express permission of St John's Easter Centre officials. However, responsibility will remain with the contractor.
- All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.
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## 19.0 Information and Enforcement

Runnymede Borough Council's Environmental Health Department is located at:

Runnymede Civic Centre  
Station Road  
Addlestone  
Surrey  
KT15 2AH

Tel: 01932 425131 Email: [environmentalhealth@runnymede.gov.uk](mailto:environmentalhealth@runnymede.gov.uk)

The Employment Medical Advisory Service who provide guidance on health matters and is located at:

The Health & Safety Executive  
The Council Offices  
Station Road East  
Oxted  
Surrey  
RH8 0BT

Tel: **Not Published**

Email: **Not Published**

The Health & Safety Information Line 0845 345 0055

The Health & Safety Executive Head Office is at: The HSE, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS