

# WOODBIDGE METHODIST CHURCH SAFETY POLICY 2023

---

**WOODBIDGE METHODIST CHURCH, ST JOHN'S STREET, WOODBRIDGE, IP12 1ED**

## General Statement

So far as is reasonably practicable, we will:-

- Provide and maintain safe and healthy conditions, equipment and working systems for all who come onto our premises.
- Endeavour to ensure the health, safety and welfare of all members of the congregation, employees, contractors, visitors and others who may visit the church, church grounds and any associated buildings.
- Provide information, training and supervision as appropriate for these purposes.
- Have a standing item on the agenda of the Church Council and Property and Finance Committee.
- Consult with contractors, employees and voluntary workers in order to seek their views on health and safety matters.

Signed	.....	.....
Name	Rev Saul Tadzaushe	Anne Stevenson
Date	.....	.....
Position	<b>Minister</b>	<b>Chair Property &amp; Finance Committee</b>
Contact telephone no.	<b>01394 383674</b>	<a href="mailto:nmaminister@methodistic.org.uk">nmaminister@methodistic.org.uk</a>
Contact e-mail address & Website:-		WMCroombooking@gmail.com <a href="https://woodbridge.methodistic.org.uk/">https://woodbridge.methodistic.org.uk/</a>

## **CONTENTS**

### **PART I**

ORGANISATION AND RESPONSIBILITIES	PAGE
A. Church Council	3
B. Safety Officer/Property Co-ordinator/Property Committee	3
C. Employees and voluntary workers	3
D. Responsible persons	4

### **PART II**

ARRANGEMENTS FOR IMPLEMENTATION	PAGE
1. Accidents and First Aid	5
2. Fire Safety	5
3. Electrical Safety	6
4. Gas Equipment Safety	6 - 7
5. Hazardous substances	7
6. Plant and machinery	7
7. General property Safety - slips, trips and falls.	7
8. Lighting	8
9. Working at high levels	8
10. Preparation of food	8
11. Manual Handling	8
12. Display Screen Equipment	8
13. Hazardous buildings, Glazing and similar hazards	9
14. Child and vulnerable people protection	9
15. Personal Safety	9
16. Risk assessments	9
17. Contractors	9 -10
18. Safety Policy, records and files	10

### **PART III**

Appendix 1 - List of "serviceable" equipment	11
Appendix 2 - Plan of building	12
Appendix 3 - Fire Escape Routes	13
Appendix 4 - Portable, electrical appliances	14
Appendix 5 - Safety Officer's Inspection report re slips trips and falls	18
Appendix 6 - Safety Officer's Inspection report re lighting	19
Appendix 7 - Safety Officer's Inspection report re lone working	20
Appendix 8 - Safety Officer's Inspection report re other matters	21
Appendix 9 - Ventilation (Covid - 19)	22
Appendix 10 -	

## **PART I - ORGANISATION AND RESPONSIBILITIES**

### **A. Responsibility of the Church Council**

The Church Council has overall responsibility for health and safety. They will ensure that arrangements are in place to satisfy all legal requirements of the various health and safety regulations and appropriate Codes of Practice and that the Safety Policy is implemented.

### **B. Responsibility of the Safety Officer, Property Co-ordinator and Property and Finance Committee**

Persons appointed to these roles and onto this committee (or by whatever title it may become known) carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy and in particular to:-

- Be familiar with Health & Safety legislation as far as it applies to church premises
- Be familiar with the health and safety policy and arrangements - and ensure that they are observed
- Ensure so far as is reasonably practicable, that safe systems of work are in place, that all plant and equipment used is properly maintained and kept in good condition and that all operators have received appropriate training
- Ensure that adequate access and egress is maintained and that the premises are kept clean and tidy.
- Ensure the church grounds are properly maintained
- Ensure that safety equipment, including firefighting equipment, is available and maintained and that where such equipment or clothing is provided that it is used by all personnel where this is required.
- Ensure that food hygiene regulations and procedures are observed

### **C. Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this safety policy and to take reasonable care of themselves and others whilst on church business or premises and 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 immediately to the appropriate person (see item 4. Below)
- Report all accidents - however minor - injuries, "near misses", or other potential safety hazards to the appropriate person, as soon as possible, using the appropriate form where necessary (see item 4. Below)

**D. Responsible persons**

**All references to “Responsible Person” throughout this document refer to the following postholders:-**

- Accident book - Safety Officer
- Fire extinguishers - Property Steward/Co-ordinator
- Portable electrical appliances - Safety Officer
- Fixed electrical systems - Safety Officer
- Plant and Machinery - Safety Officer
- Condition of floors, stairs etc - Property Steward/Co-ordinator
- Condition of church grounds - Property Steward/Co-ordinator
- Working at high levels - Safety Officer
- Food preparation - Safety Officer
- Hazardous substances - Safety Officer
- Manual Handling - Safety Officer
- Building defects - Property Steward/Co-ordinator
- Contractors - Property Steward/Co-ordinator

## **PART II- ARRANGEMENTS FOR IMPLEMENTATION**

### **1. Accidents and First Aid**

- First Aid Boxes are located in:
  - Kitchen - at end of storage corridor
  - Cupboard in main entrance foyer
  - 1<sup>st</sup> Floor - Room A
  
- Trained, qualified first aiders are:-  
David Ball, Sandra Ball, Helen Peats, Deirdre Rothwell, Derek Rothwell,
  
- Accident Reporting Books are located in:
  - Kitchen - book 1: numbers 1 - 49
  - Room A - book 2: numbers 50 - 99
  - Steward's Office - book 3: numbers 100 - 149

The Accident report should be completed as soon as possible after the event following the instructions in the book. The completed report should be given to the Safety Officer / responsible person.

- Reported Accidents:
  - All accidents or dangerous occurrences that are reportable will be reported to the enforcing authority within the required timescales, by the Safety Officer, or in their absence, by any other member of the Property & Finance Committee.
  - All accidents and reported incidents will be reviewed by the Safety Officer and a report will be made to the Property and Finance Committee and thence to Church Council.
  - All records and reports appertaining to any accident or dangerous occurrence will be securely kept under the provisions of current Data Protection legislation by the Safety Officer and the Church Secretary.

### **2. Fire Safety**

**The first priority in case of a fire being discovered is to raise the alarm and ensure that all occupiers of the building can be safely evacuated. Only very minor fires should be "fought" and the person(s) doing so must first ensure that they can themselves escape quickly and safely.**

Our policy is to fulfil our obligations under current legislation (The Regulatory Reform (Fire Safety) Order 2005) and to achieve this we have: -

Undertaken an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This document, The Woodbridge Methodist Church Fire Safety Policy and Risk Assessment 2023 is kept available for public display at the Church and is updated annually and fully reviewed quinquennially.

### **3. Electrical Safety**

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

All users of the building and grounds must observe the following instructions:-

- visually check all electrical equipment before use
- report all faults immediately to the responsible person (See item D, page 4)
- do not attempt to use or repair faulty equipment
- do not bring any electrical equipment onto the premises until it bears a notice showing it has been tested and certified safe by an approved person.
- switch off and/or disconnect all electrical equipment after use, or, if it is in continual use for more than 1 day, the responsible person shall record it as being so used and shall inspect it regularly and at periods of not more than 12 calendar months, recording such inspections against the register of equipment.

A list of our portable electrical appliances will be maintained by the Safety Officer (Appendix 4)

Every year, or at such other time period as is determined, electrical system and all portable equipment including plugs, cables and sockets will be visually inspected by the Safety Officer to ensure that they are undamaged and are maintained in good order. All users of electrical equipment must report any damage to the responsible person who will take appropriate action.

All portable electrical equipment will be tested using the correct equipment to complete the tests, by a competent person with an appropriate level of knowledge and experience in this field of work, including how to use the testing equipment and how to correctly interpret the results. Unsafe equipment shall be placed immediately out of use and shall not be permitted to be re-used until certified safe by a competent person; otherwise, it shall be disposed of immediately and appropriately.

All such equipment shall be retested at appropriate intervals to current standards, but not more than 5 years shall be permitted between tests. Any equipment that shows signs of possible faults or damaged shall be taken out of use immediately and tested as soon as possible: such equipment will only be permitted to be re-used after satisfactorily passing test results

Any cables or extension cables shall be positioned and protected so as not to become an unacceptable trip risk and also so that they are not subject to mechanical or heat damage.

### **4. Gas equipment safety.**

All our gas fuelled equipment shall be maintained and checked annually by a competent contractor who is registered with the Gas Safe Register.

All necessary work required by the company mentioned above shall be carried out in accordance with the time scale determined by their report.

#### **5. Hazardous substances**

Where possible we have eliminated the use and presence of hazardous substances: where this is not possible, our safety arrangements are as follows:-

- A check was been made in 2017 for the presence or suspected presence of asbestos in the building by a competent person and recommendations and requirements will be acted upon. Further checks will be carried out from time to time to re-evaluate the situation with regard to asbestos.
- All hazardous substances, including those marked as “harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment” shall only be brought onto the premises with the express, written and recorded permission of the responsible person. Where such items are given permission to be brought onto the premises, they must only be used in strict accordance with the safety data sheets relevant to the individual compounds, including the correct use of all protective clothing and equipment, storage facilities and any quantity limitations as specified in those data sheets or in other legislation. In addition, the person using such materials must also know what to do in case of accident or spillage.
- No hazardous substances as referred to above, or any other chemicals, may be mixed at the premises.
- No hazardous substances may be stored in unmarked containers. All containers used to store such substances must comply with the relevant safety data sheet and any other legislation requirements.

#### **6. Safety of plant and machinery.**

A list of all plant and machinery is shown in appendix 1, page 11, showing the required frequency of inspection by a competent person and recording all reports appertaining to that plant or machinery and recording all remedial actions taken subsequent to such reports. This list will be updated by the responsible person.

#### **7. Slips, trips and falls - condition of floors, steps and paths:**

In order to reduce as far as is reasonably practicable the risk of slips, trips or falls, an inspection shall be made of all floors and stairs inside the premises and all paths, steps and passageways in the church grounds at least every 5 years by the Safety Officer. (Appendix 5) Any defects will be reported to the Property & Finance Committee and/or the Property Co-ordinator who will arrange for appropriate repairs or remedial measures to be carried out.

Any person noticing a defect or deterioration in the premises should report these to any member of the Property and Finance Committee, a Steward or the Minister.

## **8. Lighting**

In order to ensure that the church is adequately lit, an inspection will be made at least annually by the Safety Officer (Appendix 6) to ensure that all lights in the church premises and grounds are adequate and are working. Any deficiencies will be reported to the Property & Finance Committee and/or the Property Co-ordinator who will ensure that remedies are carried out with regard to all appropriate safety procedures.

All users of the building are to report any defective lighting facility to the responsible person as soon as possible after the defect is noticed.

## **9. Working at High Levels**

The following areas are designated as high levels:-

- Work on the outer face of the balcony in the sanctuary
- Access to the upper storage areas and water tanks in First Floor "Upper Room".
- Work on the external parts of the building above a height of 2m.
- Work to replace any light bulbs or fittings within the church buildings that are above a height of 3m.

Only the following people may work at high level:-

- Contractors brought in to specifically undertake such work
- Church members or volunteers, familiar with the safe use of ladders or any other equipment to be used and when properly supported by at least one other experienced person

## **10. Preparation of Food**

All persons (including any hirers of the premises) who prepare food on the premises, or who bring prepared food onto the premises, which is intended for sale or for consumption on or off the premises, will adhere to the provisions of all legislation appertaining to the preparation and sale of any such food.

## **11. Manual Handling: lifting, carrying and moving loads**

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 have carried out risk assessments and will make use of lifting aids as far as possible.

The necessary training will be given to all employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## **12. Display Screen Equipment**

There is insufficient use of this type of equipment at present to warrant any action under this heading. If and when any such equipment is acquired, a risk assessment will be carried out before the equipment is brought into use.



### **13. Hazardous buildings/glazing**

Our policy is to ensure that our buildings are safe and without risks to the health safety and welfare of all who work in them or use them. In order to achieve this:-

- The buildings are inspected by the Safety Officer and any defects are reported to the responsible person who will arrange for necessary repairs or improvements to be undertaken. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent works can be carried out.
- All glazing is checked from time to time by a competent person and with particular regard to glass in windows below waist height, or glass in doors or beside doors below shoulder height to ensure all regulatory requirements are complied with.

### **14. Child and vulnerable person protection**

The church operates a published child protection policy with reference to other vulnerable people that attend our premises.

### **15. Personal Safety - Lone Working**

Risk assessments will be carried out by the Safety Officer assessing risks to any persons working alone at the premises and for handling of cash or valuables (Appendix 7). Such risk assessments will be reviewed at periods of not more than 5 years.

### **16. Risk assessments - activities**

Risk assessments will be carried out by the Safety Officer on all areas of the church premises and for all activities that carry a significant risk in order to meet our obligations under the Management of Health and Safety at Work Regulations 1999. Such risk assessments will be reviewed at periods of not more than 5 years. Procedures established through these risk assessments must be followed.

Covid – 19 – this has required the implementation of 3 new Risk Assessments; -

**Worship Services,  
Communion Services and  
Lettings and Hiring of rooms in the building.**

These have been undertaken with regard to Government Guidance and other information and are updated frequently. One area of concern, ventilation, is detailed in Appendix 9 at the end of this document as well as each individual Risk Assessment..

### **17. Contractors**

Anyone entering our premises for the purpose of carrying out work, other than as an employee or voluntary worker of the church, 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 provide a copy to the responsible person.
- Provide evidence of Public and Employers Liability insurance in place and maintain such insurance for the entire duration of working at or on the premises.

- Comply with all requirements of this health and safety policy and co-operate with all church officials in providing a safe place of work and a safe system of operation.
- Where plant, machinery or other equipment is brought onto the church premises by contractors, they must be able to show to the responsible person, where necessary, that all such items have been inspected and tested to ensure their safe operation.
- Contractors may only use sub-contractors, or persons other than their own direct employees with the express permission of the responsible person however, all responsibility for the safety of such a person or persons remains with the contractor.
- All contractors will be given detailed instructions of areas where they are permitted to work and the extent of the work they are authorised to undertake by the responsible person. This permit to work will specify any safety precautions they are to undertake.

**18. Health and Safety Policy, records and Files**

A copy of The Health and Safety Policy will be kept available for any person using or visiting the premises to inspect.

The contents of any files (not containing personal information) will be available for examination by any member of the Church Council.

All records and reports kept by Responsible Persons will be available for inspection by the Chair of the Property & Finance Committee, the Church Secretary and the Church Minister.

**Appendix 1**

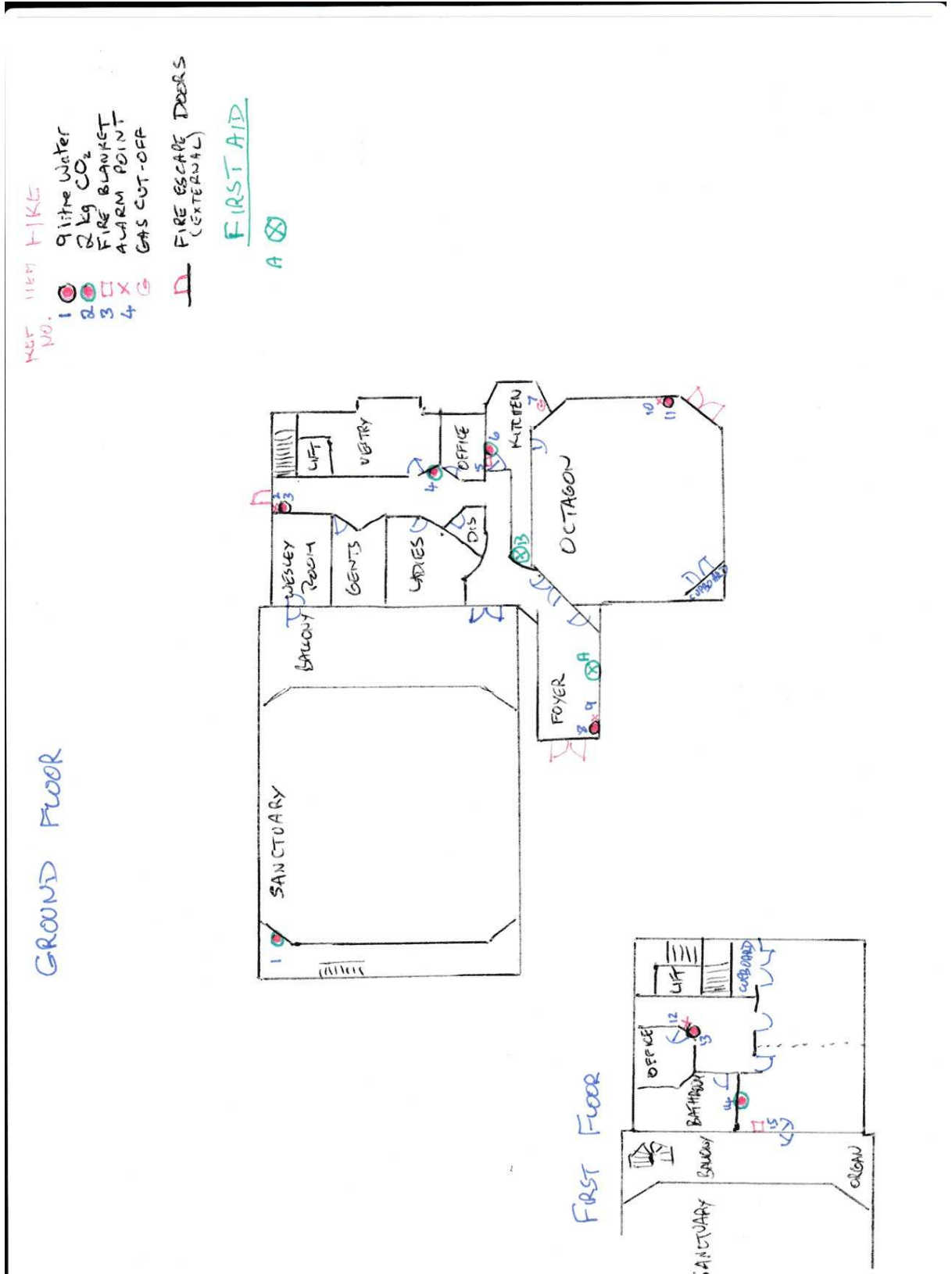
List of Serviceable Equipment	Period of Inspection Required
Lift      CURRENTLY NOT IN USE	6 months - SUSPENDED
Gas system and equipment	Annually
Fire Precautions:	Annually      –      system, equipment 1 month      –      13 x Emergency Lights, 4 x Fire Alarm Points

(Tested twice each month if possible)

**Lists of fire equipment and testing dates now kept in Fire Safety Policy & Risk Assessment Document**

**Appendix 2**

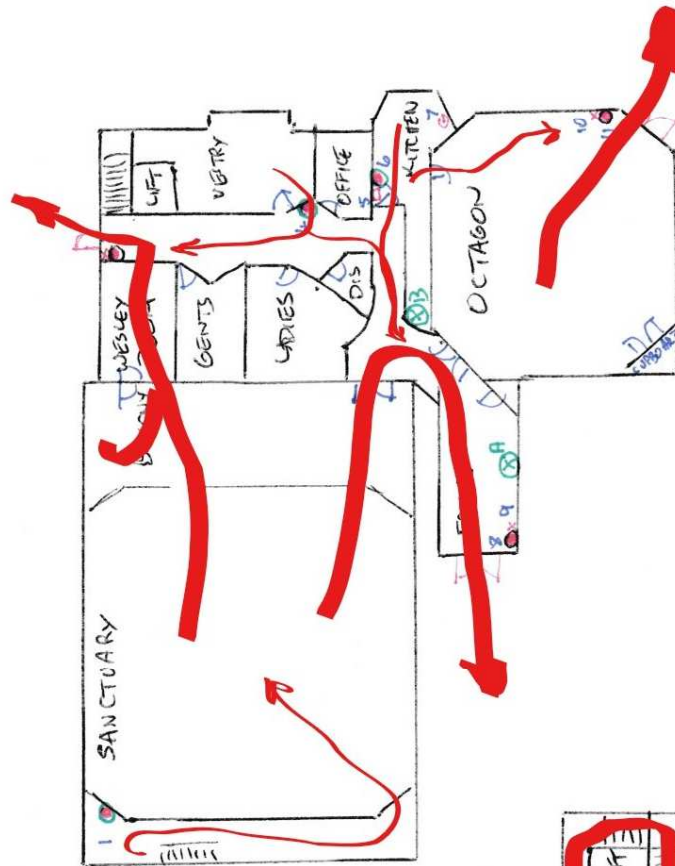
**Plan showing Fire equipment and first aid points: to be read in conjunction with Fire Safety Policy.**



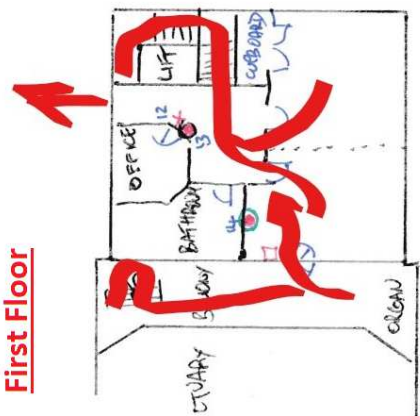
Appendix 3

Fire Escape Routes

Ground Floor



First Floor



**Appendix 4**List of portable electrical appliances**Front of Church:**

Ground Floor: 22/7/2023

No.	ITEM	VISUAL CHECK	DATE PAT TESTED	NEXT TEST	DONE
1	CREDA TUMBLE DRIER	GOOD 22/7/2023	NOT USED 17/5/2023	5/2024	
2	HOTPOINT AQUARIUS 1000 WASHING MACHINE	GOOD 22/7/2023	NOT USED 17/5/2023	5/2024	
3 (76)	AEG FREEZER	GOOD 22/7/2023	27/12/21	12/26	

1<sup>st</sup> Floor: 22/7/2023 & PROJECTOR ROOM 22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
4	CAGED LIGHT & EXTENSION CABLE	GONE	-	-	-
5 (61)	"HENRY" VACUUM CLEANER	GOOD 22/7/2023	17/5/2023	5/2024	
PR1 (58)	PROJECTION EQUIP	GOOD 22/7/2023	17/5/2023	5/2024	
PR2 (59)	DITTO	GOOD 22/7/2023	17/5/2023	5/2024	
PR3					
PR4					
PR5					
PR6					

2<sup>nd</sup> Floor: 22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
6	6x MULTI-SOCKET EXTENSION CABLE	GOOD 22/7/2023	17/5/2023	5/2024	
7	4x FLUORESCENT TUBE PLUG-IN LIGHTS	GOOD - 22/7/2023	17/5/2023	5/2024	
8	PLASTIPLUG DOUBLE SOCKET EXTENSION REEL	GOOD - 22/7/2023	17/5/2023	5/2024	
9	PLUG IN TIMER SOCKET	GOOD 22/7/2023	17/5/2023	5/2024	

Sanctuary

22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
S1	SPEAKER UNDER STAIRS	22/7/23 GOOD	21/12/2018	12/23	
S2	EXTENSION LEAD TO S1 ABOVE	22/7/23 GOOD	21/12/2018	12/23	
S3					

1<sup>st</sup> Floor Balcony (Sanctuary): 22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
10	"SOUND DESK" EQUIPMENT x4	GOOD 22/7/2023	17/5/2023	12/26	
11	MOBILE LIGHT UNIT	GOOD 22/7/2023	17/5/2023	5/2024	
12 (74)	ORGAN MONITOR	GOOD 22/7/2023	17/5/2023	5/2024	
13 (37)	ORGAN FAN HEATER	GOOD 22/7/2023	17/5/2023	5/2024	
14 (36)	ORGAN FAN	GOOD 22/7/2023	17/5/2023	5/2024	
15 (38)	ORGAN	GOOD 22/7/2023	17/5/2023	5/2024	

Ground Floor: STEWARDS' ROOM 22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
SR1	CCTV	22/7/2023 GOOD	17/5/2023	5/2024	
SR2	CENTRAL HEAT TIMER	22/7/2023 GOOD	17/5/2023	5/2024	
SR3	PHOTOCOPIER	22/7/2023 GOOD	17/5/2023	5/2024	
SR4 (73)	BLACK COLOUR /DVD/PC SCREEN	22/7/2023 GOOD	17/5/2023	5/2024	

Ground Floor: OCTAGON 22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
OCT1 (1)	HEATING CABINET	22/7/2023	17/5/2023	12/22	
OCT 2	CD PLAYER GATEWAY CLUB	GOOD	17/5/2023	5/2024	
	PA SYSTEM	22/7/2023 GOOD	17/5/2023	5/2024	

	RADIO MIKE SYSTEM	22/7/2023 GOOD	17/5/2023	5/2024	

## Ground Floor: VESTRY 22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
V1 (18)	FAN HEATER	22/7/2023 GOOD	17/5/2023	5/2024	
V2 (20)	TESCO LAMINATOR	22/7/2023 GOOD	17/5/2023	5/2024	

**Kitchen (Ground Floor):**

22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
K1	BURCO WATER HEATER	REMOVED			
K2 (3)	BLACK TESCO KETTLE	GOOD 22/7/2023	17/5/2023	5/2024	
K3	VERMATIC INSECT CONTROL UNIT & EXTENSION CABLE	GOOD 22/7/2023	17/5/2023	5/2024	
K4 (4)	RUSSELL HOBBS SATIN COFFEE MAKER	GOOD 22/7/2023	17/5/2023	5/2024	
K5	SHARPE MICROWAVE	GOOD 22/7/2023	17/5/2023	5/2024	
K6 (7)	A - CLASS REFRIGERATOR	GOOD 22/7/2023	17/5/2023	5/2024	
K7	BUFFALOW COFFEE URN	REMOVED			
K8 (71)	LINCAT WATER HEATER (TEA) NEW 2021	GOOD 22/7/2023	17/5/2023	5/2024	
K9 (30)	WHITE TESCO KETTLE	GOOD 22/7/2023	17/5/2023	5/2024	
K10	BEKO FRIDGE FREEZER	GOOD 22/7/2023	17/5/2023	5/2024	
K11 (12)	RUSSELL HOBBS TOASTER	GOOD 22/7/2023	12/21	12/2026	
K12 (6)	MORPHY RICHARDS SLOW COOKER	GOOD 22/7/2023	12/21	12/2026	
K13 (72)	KENWOOD HAND MIXER	GOOD	12/21	12/2026	



First Floor: UPPER ROOMS 22/7/2023

No.	ITEM	VISUAL INSPECTION	DATE TESTED	NEXT TEST	DONE
UR1 (23)	DIMPLEX FAN HEATER - WHITE	GOOD 22/7/2023	17/5/2023	5/2024	
UR2 (24)	DITTO	GOOD 22/7/2023	17/5/2023	5/2024	
UR3 (61)	HENRY HOOVER+	GOOD 22/7/2023	17/5/2023	5/2024	
UR4 (29)	GREEN MORPHY RICHARDS KETTLE	GOOD 22/7/2023	17/5/2023	5/2024	
UR5 (29)	BURCO WATER HEATER	GOOD 22/7/2023	17/5/2023	5/2024	
UR7 (35)	ORGAN/PIANO	GOOD 22/7/2023	17/5/2023	5/2024	
	SMART SOCKT 1 - (FAN HEATER)	GOOD 22/7/2023	17/5/2023	5/2024	
	SMART SOCKET 2 - (FAN HEATER)	GOOD 22/7/2023	17/5/2023	5/2024	

## **Appendix 5**

Safety Officer's Inspection report re slips trips and falls (item 7 page 8)

**Front of Church:** 11/11/17 3/9/21 22/7/2023

The concrete plinth (bottom of staircase) should have its edges clearly and distinctly marked in yellow/white stripes (or similar, distinct colours). This should be completed by 1/9/2024

Staircases between ground & 1<sup>st</sup> Floor and 1<sup>st</sup> & 2<sup>nd</sup> Floor present a minor hazard insofar as the step nosings are not clearly marked. This may be rectified at a future date when general maintenance or decoration is being undertaken; in the meantime the good lighting needs to be maintained. Lighting is currently still good and all are functioning.

Wooden stepladders:

(Currently on ground floor - 4-step & top platform) Appear stable but do not have rigid means of keeping them open in working position. These should only be used for very low-level access or functions or they should be removed to prevent them being used by 1/1/2024.

(Currently on 2<sup>nd</sup> floor) These should be fitted with a means of securing them in the open/working position - or they should be removed from the premises to prevent them being used.

**SANCTUARY** 11/11/17 23/7/2023

**1<sup>st</sup> FLOOR BALCONY** 11/11/17 22/7/2023

Ill-defined changes in floor levels, irregular step heights and slightly sloping floor areas coupled with a platform-raised seating area, make this a moderate/minor hazardous area. The area should not "normally" be used and warning notices advising of irregular floor levels should be displayed at all points of ingress and at a point close to the organ where it can be seen by anyone leaving the organ area. Lighting should be maintained in good condition at all times.

### **Appendix 6**

Safety Officer's Inspection report re lighting (item 8, page 8)

**3<sup>rd</sup> September 2021      22<sup>nd</sup> July 2023**

All lights working – all emergency lights working and regularly tested

MJP

## Appendix 7

### Safety Officer's Risk Assessment Report re lone working and activities (items 15 & 16, page 10)

There are people who come onto the premises and are sometimes alone. There are several reasons for this, including:-

- The only employee at the premises is the Cleaner, who works alone on at least 3 days a week, at times of her own choosing. She is often however, (usually) accompanied by her husband and when not has family with whom she is in contact. She is aware of the situation and advised of safety precaution of locking herself in the premises if needed.
- People from organisations or individuals who have hired room(s) and have access keys, and are the only person present, either temporarily for example, until other members arrive / after others have left, or are a sole hirer. Again, Hirers are advised to lock themselves in if alone and to try not to be left alone at the end of a session, or before it starts.
- Members of the Church who have access keys and come onto the premises to carry out various functions or tasks, and even to use the facilities we have here. All are advised to try not to be alone, to let others know where they are and to lock themselves in if needed.
- Contractors may be left on the premises to carry out repairs or maintenance, usually they would be let in by a keyholder, but they may have a key if familiar and regular attenders.
- The premises are covered by cctv cameras inside and out, and these can be interrogated by the camera crew. Cameras are not present in rooms.
- Whilst members are advised to try not to be on the premises alone, some do this by choice – the Sanctuary and Wesley Room are available for this in particular. We would recommend that people try and let another person know that they are there, but many “slip in” at random times at their own convenience or when a need arises. This is an area of concern for personal safety.

### Appendix 8

Safety Officer's report on other matters not covered above:-

11/11/17;

1. Suitable and sufficient storage facilities should be provided for the 3 plastic containers kept on the 1<sup>st</sup> floor landing:

1 x 5 litre RA1 - CO14 Dishwasher rinse aid

1 x 5 litre MD2 - FO33 Dishwasher detergent &

1 x 4 litre Valspar turps substitute

Or, as these items have not been used for the 5 years since the initial inspection, they should be removed and be correctly disposed of.

2. Storage of ladders at height in front of church passageway. These ladders should only be removed from their storage pegs by at least 2 people.

## APPENDIX 9 - VENTILATION

**Carbon Dioxide (CO<sub>2</sub>) levels may give a good guide to how well ventilated a room is.**

**Levels of CO<sub>2</sub> in a room that are below 800ppm are ideal and need no further action to be taken. Levels in excess of 1500ppm of CO<sub>2</sub> Indicate that there is a problem with ventilation and that action to remedy the situation is needed. This is likely to be achieved with opening doors and/or windows. Levels between 800 and 1500ppm CO<sub>2</sub> indicate that the situation needs close monitoring and if practicable, remedial action be taken to increase the ventilation levels.**

**A CO<sub>2</sub> monitor is available in The Octagon for this purpose and gives reasonably accurate readings, however, it must be noted that the readings taken from the monitor are a guideline only! One monitor in a small room (<50m<sup>2</sup>) or a large room (>320m<sup>2</sup>) is likely to be inaccurate, as they also will be if there are short periods of use (<1hour) or fluctuating numbers or small numbers of people in the room or if excessive or very strenuous exercise is being undertaken. The Sanctuary, The Octagon and the Upper Room all fall into the "Medium Room" Category, the Wesley Room is a "Small Room". The results should be viewed with interest and caution!**

In general, all rooms **except The Sanctuary** are able to be adequately ventilated using opening windows and if necessary, doors. By judicious opening of service doors in the Sanctuary, adequate ventilation can be achieved most of the time. This room is usually only in use for short periods and combined with its height and minor ventilation points, is suitable for the general uses to which it is put.