

# Parkstone Christadelphian Church ("PCC"): Health and Safety Policy and Procedures

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## 1. Purpose and Aim

The policy sets out PCC's commitment to managing health and safety effectively and the elements of best practice.

Its aim is to develop a positive Health & Safety culture where safe and healthy actions become second nature to everyone.

Whilst PCC is not a business, its members and any other third party group using the premises, should have the same responsibilities as employees. Therefore, this policy should be regarded as best practice, but it is not legally binding.

## 2. Delivery and Promotion

All users of PCC premises, should have access to and be familiar with the policy and know their responsibilities within it.

Everyone should, where possible, view the online version found on PCC's website, if this is not possible, they should request a copy of the document from the Secretary of PCC.

<https://www.parkstonechristadelphians.co.uk/about.html>

## 3. Maintaining and Assessing Level of Practice

Maintaining best practice is the responsibility of all users of the PCC premises (see under Responsibilities).

Assessing the level of practice is undertaken using a risk assessment tool (Appendix A) This lists the hazards in the hall and environs.

A **hazard** is something that could cause harm to people, such as chemicals, electricity and working at height.

For each hazard, the tool includes the level of **risk** (Low, Medium or High) of the hazard causing harm. This provides a standard by which the current risk can be matched. The standard should be agreed with PCC's Arranging Committee.

The tool also incorporates space to document the current risk of each hazard at the time of the assessment. Consideration will be given to this from time to time based on changes in circumstances.

#### 4. Scope of the Hazards

The following elements of health and safety are covered in this policy. These are referred to as hazards.

##### Vehicles

Within the grounds of the hall separate children from vehicles.

Where children are playing outside, ensure supervision.

##### Fire

The firefighting equipment should be maintained to achieve fire safety standards.

Each exit route should be always accessible and emergency lights maintained which are in the rear lobby and the first floor landing. .

A practice evacuation should also be undertaken at least every two years.

Firefighting equipment is located as follows: -

- Entrance Hall –1x CO2 & 1x Water extinguishers
- Middle Room -1 x Water extinguisher
- Kitchen – 1 x CO2 extinguisher
- 1st Floor Landing 1x Water extinguisher

### Electricity and Gas

The electrical installation of the hall and equipment should be kept to safe standards in accordance with statutory requirements. The use of electrical equipment and the gas cooker should be restricted to adults.

### Working at Height

This is one of the main causes of major injury. The Work at Height regulations (Reference 1) state that work at height should be planned, appropriately supervised and carried out in a manner which is safe so far as reasonably practicable. No work at height, even standing on a chair or stepladder, should be attempted without considering the risk.

### Access

Access routes in the hall and grounds should be kept clear from any obstacles which could cause slips, trips and falls.

### Doors and Windows

All doors and windows should be maintained in good working order. Restrict opening and closing of windows to adults only.

### Kitchen

Access to the kitchen should be limited to adults only. The kitchen is not to be used for any activities with children.

### Stacking Chairs

Stacking of chairs should be limited to a safe number of 5 in each stack.

### Furniture and Platform

Children should be discouraged from running around the hall when the chairs and platform are set out for meetings and whilst any other activity is in progress in the main hall. The platform is out of bounds for children at all times.

### Hazardous Substances

These should be identified and stored in the storeroom under the stairs in the back foyer and kept locked. Hazardous substances should be stored out of reach of children.

### Darkness

When the premises are occupied during periods of darkness, the outside lights should be turned on.

### Uncontrolled Behaviour

Children should be the responsibility of parents, during any activities on the premises. They should be supervised throughout by a parent or nominated adult and remain in the environs of the Hall.

Everyone has a responsibility to identify inappropriate behaviour in both adults and children.

### Intruders

The front door should be locked when the hall is in use when there is no one available to monitor the front door and foyer.

### Smoking

The hall and environs are non-smoking areas. Smoking should be restricted to an outside area away from the property.

## First Aid

The Health and Safety (First Aid) Regulations 1981 (Reference 2) require that there should be a suitably stocked first-aid box, there should be an appointed person to take charge of first-aid arrangements and information for everyone about first aid arrangements. This is included in the 'your questions answered' section of the 1981 Regulations. An appointed person does not need first-aid training. It is recommended that tablets and medicines are not kept in the first-aid box.

## 5. Responsibilities

PCCs Arranging Committee is responsible for ensuring that the hall and environs are kept as safe as is **reasonably** possible and that all those using the premises are not exposed to avoidable risks. This responsibility exists irrespective of any requirement arising out of the 1974 Act or regulations made under it (Reference 3). The obligation is that of the Arranging Committee members.

The members of PCC and other users of the hall, have a responsibility to read the policy. They should be encouraged to take part in the practice evacuation. They have a responsibility to comply with all elements of the policy and to report any incidents. There should be a nominated person to take responsibility for each of the items listed below.

List of Responsibilities The Arranging Committee Health and Safety Point of Contact Fire steward(s): Fire policy creation, implementation of risk assessments and evacuation procedures

- Access routes (hall and grounds) and security of windows and doors
- Kitchen safety: Usage of equipment and food safety
- First aid box: stocking and expiry checks
- Hazardous substances: labelling and storage



- Incidents documentation in the incident book
- Assessment of contractors for relevant work

These responsibilities are listed in Appendix D – Delegation of Responsibilities.

## 6. Record Keeping

The record keeping in relation to this policy is a register of all those attending the training sessions and practice evacuation (Appendix A) on a particular date.

The risk assessment tool (Appendix B) should be used to record the hazards and associated risks. The record of the inspection of the first aid kit forms part of this.

There should also be an incident book (Appendix C) kept on the premises giving details of the date the nature of the incident and steps taken.

## 7. Acknowledgments

Halifax Christadelphian Ecclesia.

## 8. References

1. The Work at Height Regulations 2005

2. The Health and Safety Executive (HSE): The Health and Safety (First Aid) Regulations 1981.  
The 'Your questions answered' section is found under the Legislation > Resources > First Aid at Work section.
3. The Health and Safety at Work Act 1974
4. HSE. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

## 9. Appendices

### Appendix A– Risk Assessment Tool

Date \_\_\_\_\_

Hazard	Acceptable Level of Risk			Control Measures	Result		
	L	M	H		L	M	H
Vehicles				<p>Within the environs of the Hall, separate vehicles from children. Children are not permitted to play or loiter outside of the building, they are the responsibility of their parents.</p> <p>The Car Park is out of bounds to children and is restricted to adults and vehicles.</p>			
Fire				<p>Ensure the emergency procedures in case of fire are fully understood by everyone at the church, including children. This should include a practice evacuation at least every 2 years.</p> <p>An emergency light should be maintained above each exit route.</p> <p>Escape routes should always be accessible.</p>			
Electricity and Gas				<p>Maintain the electrical installation of the hall and the electrical equipment to safe standards.</p> <p>Restrict the use of electrical equipment such as kettles to adults.</p>			
Working at Height				<p>Try to avoid the need to work at height.</p> <p>Where this is not practicable, ensure suitable precautions are in place.</p> <p>Checks should be made to ensure safety of any equipment used.</p> <p>Anyone working at height is responsible for their own safety and must not be alone.</p>			

Hazard	Acceptable Level of Risk			Control Measures	Result		
	L	M	H		L	M	H
Access				Maintain all access routes within and around the hall to prevent slips, trips and falls. Take into account any specific difficulty that the frail, elderly or disabled may have. Have arrangements in place to manage pathways in winter weather.			
Doors and Windows				Maintain all doors and windows in good working order.			
Kitchen				Access to the kitchen should be strictly limited to adults whether or not cooking is taking place. Food should be prepared using a clean and disinfected work surface and clean disinfected utensils and equipment. Food should be stored in such a way to avoid contamination. A label should be added to opened food to indicate the date of opening. Waste should be removed to the bins after each session of the use of the kitchen.			
Stacking Chairs				Stacking of chairs should be limited to a small number and moving of them should be undertaken by an adult. Children should be prohibited from climbing on stacked chairs.			
Platform				When the hall is set out for normal meetings, with the chairs in rows, etc. Children should be prohibited from running and using inappropriate behaviour to reduce the risk of injuries.			
Hazardous Substances				All hazardous substances to be identified. These should be stored in the storeroom out of reach of children and/or a locked room.			

Hazard	Acceptable Level of Risk			Control Measures	Result		
	L	M	H		L	M	H
Darkness				When darkness falls and the hall is in use, ensure the outside lights are turned on. Ensure adults are present at the hall before or at the same time as children arrive.			
Uncontrolled Behaviour				Children are the responsibility of parents, unless under the responsibility of the church. They should be supervised throughout by a parent or nominated adult and remain in the environs of the Hall. Everyone has responsibility to identify inappropriate behaviour in both adults and children.			
Intruders				The front door should be locked when the hall is in use, when there is no one available to monitor the front door and foyer.			
Smoking				The hall and environs are non-smoking areas. Smoking should not take place on the premises.			
First Aid				First aid items are kept in a box in the kitchen out of reach of children. Identified persons should be responsible for the First Aid box checking and re-stocking as necessary.			

## Appendix B – Incident Book

All accidents which could have led to injuries, and those that did lead to injuries should be recorded in a designated incident book (Reference 4). This should be kept on the window shelf in the kitchen.

This should include the date of the accident, a description of it, the level of risk and the outcome. It should include 2 signatories, the person involved and a member of the AC.

This should be reviewed at AC meetings detailing appropriate action taken.

## Appendix C – Delegation of Responsibilities:

Details can be found on the Noticeboard at the PCC Church Hall