



Health and Safety Policy
including associated policies and guidance

Health and Safety Policy

Introduction

As a church we recognise and accept our responsibilities to ensure the safety of those who visit or use our church premises.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

We have developed this written Health and Safety Policy using the Health and Safety at Work (NI) Order 1978 as guidance. See also guidance from [Presbyterian Church in Ireland](#).

Health and Safety Statement

Our statement of general policy is:

- To ensure, so far as is reasonably practical, the health and safety of all employees, volunteers, congregation members, visitors, contractors and others who may visit the church premises;
- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, contractors and volunteers;
- To provide information, instruction, training and supervision for employees and volunteers to ensure they are competent to perform their duties;
- To ensure that hazards are identified and regular assessments of risks are undertaken;
- To prevent accidents and cases of work related ill-health and to provide adequate control of the health and safety risks arising from our work activities;
- To regularly review and revise this Health and Safety Policy, particularly in the light of any changes to our premises or activities;
- To include health and safety on the agenda for all committee meetings;
- The promotion of awareness of health and safety and encouraging health and safety best practice throughout our organisation;
- To ensure that we are taking the appropriate protective and preventative measures;
- To implement emergency procedures – including evacuation in case of fire or other significant incident;
- To ensure the safe storage and handling and use of substances;
- To engage and consult with our staff, contractors and volunteers on matters affecting their health and safety; and
- Ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

The church will take all necessary steps within its power to meet its responsibilities.

In order that we can achieve our objectives, and ensure our employees and volunteers recognise their duties under health and safety legislation whilst at work, we will ensure that we inform them of their duty to take reasonable care of themselves and others who may be affected by their activities.

All employees and volunteers have a responsibility to cooperate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others while on church business or premises.

Contents

1. Responsibilities.
2. Risk Assessments
3. Arrangements
4. Health and Safety Procedures for Wardens and Organisation Leaders

Appendices

1. Fire Safety and Evacuation Policy
2. First Aid Policy
3. Contractor Monitoring Policy
4. Manual Handling Policy
5. Working at Height Policy
6. Personal Protective Equipment (PPE) Policy
7. Transport Guidance
8. Lone Working Guidance
9. Grave Digging Guidance

Annex

1. Risk Assessment Guidelines (how to write a risk assessment)

1. Responsibilities

Overall responsibility for health and safety lies with the Committee to ensure arrangements are in place to comply with regulations and codes of practice.

The Committee is accountable for this Policy and ensuring its provisions are implemented. They will ensure that:

- The standards set out in this policy are implemented and maintained.
- Where necessary, specialist health and safety advice is obtained.
- Any hazards reported are rectified as soon as practicable.
- Only competent persons carry out repairs, modifications, inspections and tests.
- Any accidents are investigated, recorded and reported if necessary.
- Relevant health and safety documents and records are retained.
- They keep up-to-date on health and safety matters relevant to the church.
- Set a personal example on matters of health and safety.

Health and safety will be on the agenda for all Committee meetings.

The Committee have created a Health and Safety Sub Committee (HSSC) who are responsible for drafting and updating this Policy and its procedures. The HSSC will co-ordinate the implementation of Policy and its procedures. They will ensure that

- All employees and volunteers are aware of their health and safety responsibilities.
- Adequate precautions are taken as set out in this Health and Safety Policy and the related risk assessments.
- Adequate information and training is provided for those that need it.
- Any hazards or complaints are investigated and dealt with as soon as possible.
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger.
- All accidents are reported in line with the requirements of this policy.
- Advice is sought where clarification is necessary on the implementation of this policy.
- They set a personal example on matters of health and safety.
- Matters relating to Health and Safety are reported at each Committee meeting.

The HSSC will comprise at least one member of the Committee and additional nominees as necessary.

All volunteers, contractors, congregation members, and premises users have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst on church premises or business and must therefore:

- Read this Health and Safety Policy and understand what is required of them.
- Take any necessary precautions to protect themselves and others.
- Comply with safety rules, operating instructions and working procedures.
- Participate in any training when called to do so.
- Not undertake any repair or modification unless they are competent to do so.
- Use protective clothing and equipment when required.
- Report any fault or defect in equipment immediately 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 and safety.

2. Risk assessments

Risk assessments of the church, halls, prayer room, graveyard, and other grounds / buildings will be undertaken by the HSSC, with the help of qualified experts where relevant.

A fire risk assessment of the church building and halls will be undertaken by the HSSC, with the help of qualified experts where relevant.

The findings of risk assessments and any actions required will be reported to the Committee for approval.

Risk assessment documents and instructions will be issued by the HSSC for completion for all regular premises users (e.g. organisations) annually.

The Committee will issue risk assessment documents and instructions to those booking the premises for outside events.

Those responsible will ensure actions required are taken and report back to the Committee when implemented.

The risk assessments will be reviewed annually or more often if needs dictate.

Copies of completed risk assessments will be kept in the H & S file, with originals with each user group.

Work teams will advise contractors of any risks pertaining to the work they are carrying out.

Contractors must have their own health and safety policy and risk assessment in place.

The HSSC has written the procedures contained in the Annex to this Health and Safety Policy with the aim to reduce or eradicate risks identified during assessment and must be followed at all times.

3. Arrangements

Consultations

The HSSC will initiate consultations with staff and volunteers on matters concerning their health and safety.

The HSSC will remind all premises users annually of their obligations to review and update their health and safety arrangements under this Policy.

Plant and equipment

The Grounds and Church and Halls Work Teams are responsible for:

- Identifying and listing all plant and equipment needing maintenance and for ensuring effective maintenance procedures are drawn up, implemented and recorded.
- Ensuring there is no unauthorised use of plant and equipment.
- Following the statutory guidelines in connection with electrical and oil burning equipment.
- Reporting any health and safety problems arising with plant and equipment to the HSSC.
- Checking that new plant and equipment meets health and safety standards before purchase.

The HSSC is responsible for:

- Ensuring annual maintenance of fire extinguishers and other fire fighting and protective equipment is undertaken by an approved contractor and recorded.
- Ensuring that fire exits are checked for safe use on a regular basis.

Plant and equipment should be switched off before any adjustments are made. After carrying out maintenance and adjustments all guards must be replaced before the plant and / or equipment is used.

Before using any item of plant and equipment, a check must be made to ensure that it is in safe working condition, correctly adjusted and that there are no loose nuts, bolts or other defects.

The appropriate personal protective equipment must be worn when operating any item or plant or equipment (see further guidance at Appendix 6).

Electrical safety

The HSSC is responsible for:

- Ensuring PAT (Portable appliance test) tests are carried out on ALL portable electrical equipment at regular intervals. A competent (as per 2005 legislation) electrician will be needed to carry out any repairs.
- Ensuring the fixed electrical system will be inspected and tested by a competent contractor every three to five years.
- Ensuring the emergency lighting system is tested and maintained regularly including battery replacement following manufacturer's recommendations.

All employees and volunteers must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the Health and Safety Officer and label equipment 'Faulty - Do Not Use'.

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

Lighting and heating

Inspection and replacement will be carried out by the Grounds and Church and Halls Work Teams to ensure that the building and exterior is adequately lit. The necessary safety precautions will be followed for replacing bulbs at high levels.

The Church and Halls Work Team will ensure that any oil heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected and we will keep records of the checks made.

Safe handling and use of substances

Only domestic cleaning or horticultural products and petrol are used on the premises.

Chemicals are to be used only as directed and should not be stored in unmarked containers.

All substances that are irritant, toxic, caustic or marked with an X should be stored in a locked cupboard.

The HSSC are responsible for:

- Identifying all substances that need a [Control of Substances Hazardous to Health \(COSHH\)](#) assessment and undertaking the appropriate assessment on a regular basis. This is included in the relevant organisation risk assessment and will be updated annually.
- Placing on record that all actions identified in the assessments including the use of Personal Protective Equipment (PPE) are implemented. For all hazardous substances, e.g. cleaning products, the correct method of use will be determined by the manufacturer's product information.
- Ensuring that all relevant users of such substances are informed about the COSHH assessments as appropriate, and will ensure that, before they are purchased, any new substances can be safely used.
- Following the relevant Council guidelines on cleaning.
- Ensuring the Manual Handling Policy is adhered to (see Appendix 4).
- Ensuring the Working at Height Policy is adhered to (see Appendix 5).

Information, instruction and supervision

The HSSC is responsible for:

- Providing day-to-day health and safety advice.
- Providing induction training for all employees.

Competency and training

The HSSC is responsible for:

- Identifying and arranging necessary training and information in connection with the various procedures.
- Monitoring training and keeping necessary records.

Accidents, first aid and work related ill health

Stewards, organisation leaders and event organisers will ensure all floors, stairs, paths and steps are free from accident hazards.

Nominated stewards and organisation representatives will attend first aid training organised by the HSSC on a three-yearly basis and should the need arise will administer first aid. A list is held by the Church Administrator and is reviewed annually to ensure appropriate cover is in place for organisations as part of the organisation risk assessments.

First aid kits will be provided for all church buildings with public / staff access.

The HSSC will maintain the accident book and employees, stewards and organisation representatives and event organisers will record all accidents or work related ill-health. All accidents, however minor, will be reported to the HSSC.

The HSSC will appoint an appropriate person(s) to investigate any reportable accident or illness. Where possible, remedial action will be taken to minimise the possibility of recurrence and remove any risks that pose an immediate or imminent danger. Any actions identified will be documented and communicated to all employees, organisation leaders and event organisers either in writing or verbally. The relevant risk assessments should be reviewed to ensure that they remain valid.

Monitoring

The HSSC will undertake a review of this Health and Safety Policy and procedures annually.

Those overseeing work will ensure anyone entering the premises to carry out work, other than employees or volunteers, is regarded as a contractor and must follow the guidelines outlined in this Policy as set out in Appendix 3.

The HSSC will ensure all regular checks required by this Health and Safety Policy are properly undertaken and recorded when necessary.

The HSSC will monitor cleaning arrangements to ensure the various risks outlined in the risk assessment are reduced or eliminated.

Emergency procedures

The HSSC will ensure that all escape routes, fire extinguishers, emergency lighting and alarms are checked on a regular basis. A record of these checks will be maintained by the HSSC.

Emergency evacuation procedures will be carried out for the church and organisations as directed in the Fire Safety and Evacuation Policy. A reminder to this effect will be included in the annual communication to organisations, requesting their organisation's risk assessment and advising them of their health and safety responsibilities. They will be provided with a risk assessment pro forma accompanied by instructions for completion.

Safety procedures for evacuation for all organisations are included in Appendix 1.

The HSSC will appoint an appropriate person(s) to investigate any emergency incidents. Where possible, remedial action will be taken to minimise the possibility of recurrence and remove any risks that pose an immediate or imminent danger. Any actions identified will be documented and communicated to all employees, organisation leaders and event organisers either in writing or verbally. The relevant risk assessments should be reviewed to ensure that they remain valid.

The HSSC / Grounds Work Team / stewards (enlisting assistance as necessary) will ensure exits and pathways are salted / cleared in the event of winter conditions affecting these procedures.

Food safety

Food may only be prepared in the designated areas.

Adequate materials are provided to enable food preparation areas to be kept clean. Before any preparation commences, all surfaces coming into contact with food must be properly prepared.

HSSC has delegated food safety on the premises to the relevant organisation leaders and volunteers. There are specific Food Safety Regulations for premises which are used occasionally for food preparation and all food handlers should ensure they are aware of the relevant principles. Training in food hygiene should be in place for those who provide active supervision when the kitchen is in use for large events.

The kitchen is subject to inspection by the Council who can update advice to ensure standards are adequately maintained.

4. Health and Safety Procedures for Stewards and Organisation Leaders

- On arrival at church premises ensure driveways, paths and steps are clear of obstacles and spillages that could endanger users.
- Ensure orderly entrance / exit of attendees to / from the church and / or halls.
- Ensure maintenance of order and general safety during church services and organisation meetings.
- Ensure that the appropriate health and safety announcement is made at the beginning of any event as required.
- Direct and control orderly exit (to designated assembly point) of attendees in the event of an emergency (e.g. fire) requiring the evacuation of the church or halls.
- Ensure that any trailing cables / wires in the are either removed or suitably secured and covered, so as to minimise likelihood of trip incidents.
- Attend to any attendees taking ill by providing / facilitating first aid as necessary and arranging formal medical assistance (999 if appropriate).
- Ensure care is taken when moving equipment following the Manual Handling Policy (Appendix 4).
- Lock and secure all external doors at end of service or organisation meetings (ensuring all persons have left), and set intruder alarm as required.
- Be mindful of lone working issues and consider awaiting the arrival of a fellow warden / leader before beginning duties. Further guidance in this regard can be found in the Lone Working Policy (Appendix 8).
- If frost is present, spread salt on paths and steps. As this will invariably take a considerable amount of time wardens are advised to check weather forecast the evening before the service or organisation meeting to assess the possibility of salting being required.
- In the event of a snowfall, steps must be taken to clear and salt church and halls access paths and steps accordingly, using the shovels and brushes provided. Again it is recognised that this will be time-consuming and therefore wardens should consider enlisting the immediate assistance of the other wardens, (and if necessary, any other wardens, Committee members or other volunteers who will be willing to help). Care must be taken to avoid accidents etc during this operation.

Appendix 1

Fire Safety and Evacuation Policy

Introduction

All stewards, organisation leaders and event organisers must have the safety measures described below in place. Most importantly all team members must be fully briefed using the information set out in this Fire Safety and Evacuation Policy.

External organisations booking the premises must confirm that they will comply with the contents of this Fire Safety and Evacuation Policy.

General procedures

The evacuation drill will be presented verbally to the congregation at least once per year at both a morning and an evening service. A practice evacuation will be carried out at least once per year.

Each organisation using the premises will explain the evacuation drill to their members and consider the need to carry out a practice evacuation at least once per year. In particular, Sunday School, Boys' Brigade and Girls' Brigade will carry out a practice evacuation at least once per year.

In addition, a hard copy of this Fire Safety and Evacuation Policy will be displayed on the premises in the church, main hall and youth hall and referenced in the newsheet annually.

When the premises are used by outside organisations, the event organisers are responsible for informing attendees of the fire evacuation procedure.

Nominated fire wardens will attend training organised by the HSSC on a three-yearly basis.

Adequate fire detection and fire fighting equipment is provided and maintained. The fire alarm systems (six monthly), emergency lighting systems (annually) and fire fighting equipment (annually) across the premises will be checked and tested on a regular basis.

All fire evacuation exits and routes are appropriately signed.

Fire doors and room doors are to be kept closed.

Any furniture being introduced into the premises shall comply with current fire safety standards.

No smoking is permitted anywhere in the church buildings.

Emergency escape routes are to be kept clear at all times and will be regularly reviewed by a member of the HSSC.

Fire incidents will be reported and investigated fully with recommendations implemented in line with the investigations process in place as part of the Health and Safety Policy.

A diagram showing the location of emergency exits, fire extinguishers and other emergency equipment is to be displayed in various locations across the premises.

Procedures to be carried out before an event

Each organisation leader (for organisations), event leader (for special events or outside events) and lead steward (for church services) is designated as the senior fire warden and must have considered any additional fire risks associated with their particular event or activity as part of their annual risk assessment. This should be notified to the HSSC and any necessary steps to reduce this risk to a minimum taken under the monitoring of HSSC.

The lead steward, organisation leader or event organiser must appoint an evacuation team with an appropriate number of fire wardens (which may include the lead steward, organisation leader or event organiser) with the following responsibilities:

- During an event within the premises, ensure that no exit doors are key locked – only the panic bolts are to be used.
- A person(s) to check immediately prior to the event that all emergency exits are operating properly and the area outside the main hall emergency exit is free from obstruction.
- A person to dial 999 in the event of an emergency and ensure the building has been evacuated in accordance with this Fire Safety and Evacuation Policy.
- A person (or more than one as required) to help anyone requiring assistance make a safe and speedy exit.
- An appropriate number of people (1 for each exit), wearing hi-vis waistcoats, to lead evacuees through the emergency exits and on to the appropriate designated assembly point.
- An appropriate number of people to ensure entrances to the church premises are kept clear for emergency services vehicles and to avoid accident.
- A person to tell those assembled about evacuation procedures.

The lead steward, organisation leader or event organiser should also ensure:

- Numbers attending events / services do not exceed the limits set out in the entertainment licence.
- In the event of frost or snow take all steps necessary, including spreading salt to avoid slips and falls.

Hi-vis waistcoats for fire wardens are obtained from the coat hooks in the front vestibule of the church building, the main hall and the youth hall.

Procedures to be followed in the event of an alarm

The fire alarm should be triggered automatically but if not, as soon as a fire is discovered or suspected, a member of the evacuation team should raise the alarm immediately by pressing the nearest manual call point.

The signal to evacuate all buildings and proceed to the designated assembly point will be an announcement.

It is the responsibility of all those in attendance to obey the instruction of the fire wardens at all times. Evacuees should not delay exiting the building by stopping to collect personal belongings

Those fire wardens appointed to fire exits should take steps immediately to calmly evacuate the church or halls via the appropriate exit(s) and lead evacuees to the designated assembly point.

The senior fire warden is responsible for checking the fire system panel and confirming whether there is an emergency. If there is a fire, they are responsible for contacting the fire brigade (and hence should carry a mobile phone at all times). The number to call in an emergency is 999.

The evacuation system shall be by a fire warden sweep system where areas are swept by nominated fire wardens who will declare the area clear of people. A number of fire wardens will be appointed for each event taking place, one of whom will be designated the senior fire warden and a second as their deputy. The role of the deputy is to take charge in the event of the senior fire warden being trapped in the building.

The responsibilities for directing evacuees and areas to be swept within the church building for fire wardens are as follows (where reference is made in this document to the “left” or “right” side of the building, it is assumed the reference point is facing towards the pulpit. Also, “front” is assumed to imply the main entrance facing onto Ballynahinch Road, while “back” is used to refer to the area behind the pulpit):

Area	Type of service		
	Sunday service	Funeral	Wedding
Direct evacuees to designated assembly point from main entrance Sweep front vestibule and area around exit	Steward on left side door (deputy senior fire warden)	Steward on left side door (deputy senior fire warden)	Steward on left side door (deputy senior fire warden)
Sweep gallery	Additional fire warden 1	Additional fire warden 1	Additional fire warden 1
Direct evacuees to designated assembly point from fire exit outside toilets Sweep right side of main body of the church	Additional fire warden 2	Additional fire warden 2	Additional fire warden 2
Direct evacuees to designated assembly point from entrance in choir room Sweep left side of main body of the church	Additional fire warden 3	Additional fire warden 3	Additional fire warden 3

Check panel and confirm whether there is an emergency Contact the fire brigade if required Sweep choir room including male and female toilets, minister's room and area around exit Bring first aid kit to designated assembly point	Steward on right side door (senior fire warden)	Steward on right side door (senior fire warden)	Steward on right side door (senior fire warden)
Sweep old school room including kitchen	Elder on duty (N/A if not unlocked for service)	N/A if not unlocked for service	N/A if not unlocked for service

Additional fire wardens noted above should be identified by the stewards prior to each service. Additional fire warden 1 should be a member sitting in the gallery, additional fire warden 2 should be a member sitting on the right side of the of the main body of the church and additional fire warden 3 should be a member sitting on the left side of the of the main body of the church.

Fire wardens should sit in an area which provides easy access to their designated area(s), without disrupting the flow of people along the exit routes. Both the senior fire warden and deputy senior fire warden should be aware of the identity of the individuals undertaking the role of fire warden for that particular service. For wedding services additional wardens should be selected from both families so that wardens are more able to identify any missing individuals.

The responsibilities for directing evacuees and areas to be swept within the main hall for fire wardens are as follows:

Area	Allocation
Check panel and confirm whether there is an emergency Contact the fire brigade if required Sweep upstairs room, including office and toilet	Organisation leader (senior fire warden)
Direct evacuees to designated assembly point from main entrance Sweep front vestibule, including the male and female toilets and kitchen	Additional fire warden 1 (deputy senior fire warden)
Direct evacuees to designated assembly point from emergency exit in main hall Sweep main hall, including stage	Additional fire warden 2
Direct evacuees to designated assembly point from emergency exit in minor hall	Additional fire warden 3

Sweep minor hall, store adjacent	
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The responsibilities for directing evacuees and areas to be swept within the youth hall for fire wardens are as follows:

Area	Allocation
Check panel and confirm whether there is an emergency Contact the fire brigade if required Sweep front vestibule, including the male, female and disabled toilets and kitchen	Organisation leader (senior fire warden)
Direct evacuees to designated assembly point from emergency exit in main hall Sweep main hall	Additional fire warden 1 (deputy senior fire warden)
Direct evacuees to designated assembly point from main entrance or small room as required Sweep small room and stores adjacent to main hall	Additional fire warden 2

Typically additional fire wardens should be Committee members or other members who have trained as fire wardens but may include other members provided that they are aware of this Fire Safety and Evacuation Policy. It is the responsibility of the senior fire warden to provide all fire wardens with a hi vis jacket and allocated responsibilities (fire warden pack).

Additional procedures are in place for meetings involving a small number of individuals taking place such as Together at Prayer, Kirk Session, Church Committee, Sunday morning prayer meeting, etc. It would also apply to meetings of leaders within a particular organisation. The meeting organiser / organisation leader should undertake the role of senior fire warden. Where there are more than 10 attendees at a meeting or where it is likely that there may be other individuals on the premises, the senior fire warden should identify other individuals and designate to them as additional fire wardens to the areas to be swept. The senior fire warden should use their discretion in deciding which areas of the building would need to be swept. For example, in the case of a Kirk Session or Church Committee meeting, all members are typically within the upstairs room or minor hall however if the outside door is not locked it may be necessary for the other rooms in main hall to be swept.

Fire wardens should sweep their designated area(s) and clear them of people. Once their particular area is swept all wardens should proceed to the designated assembly point to report to the senior fire warden. Fire wardens should not take personal risk when sweeping their designated areas, but rather should report any areas they were unable to sweep to the senior fire warden who will inform the Fire Brigade on their arrival. Fire wardens should ensure all doors are closed.

For other events in the church, responsibility for the appointment of fire wardens (as required by the fire evacuation procedure) lies with the organisation leader or event organiser to appoint sufficient fire wardens based on the guidance above with the organisation leader or event organiser allocated as the senior fire warden.

All evacuees should leave the building using the nearest available exit, walking as quickly and safely as possible in an orderly fashion to the designated assembly point. In particular, those exiting the building must continue to the designated assembly point so as not to block

the exit of others following behind. The fire wardens responsible for the areas around each of the exits should seek to ensure the efficient flow of people through these potential bottlenecks.

Fire wardens are to be vigilant in identifying those around them with mobility difficulties and organise volunteers to provide help and support where necessary in exiting the building and gathering at the designated assembly point.

The designated assembly point is the shed at the rear of the main car park.

At the designated assembly point people should gather well away from areas at which emergency vehicles are likely to arrive. Fire wardens must ensure evacuees to the car park do not commence exiting by car so creating a traffic obstruction for emergency vehicles.

No one should return to the church / halls until permission is given from a member of the Fire Service.

Provided no risk is involved the following principles should be applied in all alarm situations:

- **Attempts to extinguish fire should be made using the appropriate extinguishers**
- **Electrical power should be switched off**
- **First aid kits should be taken to the designated assembly point and first aid given if necessary**
- **Fire wardens should check no one remains in any of the buildings**
- **Where a person or persons visiting or attending events in the church or halls is identified as requiring assistance a conversation should take place to establish what steps may be necessary to ensure safe and speedy evacuation**

Fire safety announcement before events in church / halls

1. In the event of an alarm please follow the instructions given by the fire wardens wearing hi-vis waistcoats.
2. Evacuation will be via the emergency exits (point these out and green signs).
3. The fire wardens will indicate which of the exit(s) are to be used to leave the building.
4. The fire wardens will point and then lead you to the safety of the designated assembly point at the shed at the rear of the main car park.
5. In the car park please stay away from the entrance. Please do not attempt to remove cars.
6. The entry points must be kept clear at all times to permit easy access for emergency vehicles.
7. Remain at the evacuation point until advised otherwise.
8. Do not attempt to re-enter the building until the 'all clear' is given.

Fire safety awareness guidance

FIRE SAFETY AWARENESS

ABC POWDER

Safe for: Wood, paper and textiles

Safe for: Flammable liquids

Safe for: Gasoline fires

Safe for: Live electrical equipment

FOAM SPRAY

Safe for: Wood, paper and textiles

Safe for: Flammable liquids

Not for: Live electrical equipment

Not for: Flammable metal fires

WATER

Safe for: Wood, paper and textiles

Not for: Flammable liquids

Not for: Live electrical equipment

Not for: Flammable metal fires

CARBON DIOXIDE

Safe for: Flammable liquids

Safe for: Live electrical equipment

Not for: Wood, paper and textiles

Not for: Flammable metal fires

3 Elements of Fire

Heat
Static electricity, faulty electrical equipment, chemical reactions, hot ash and embers, heat transfer, conduction, radiation, friction, any naked flame.

Fuel
Timber, textiles, furniture, flammable liquids and gasses, paper, dusts, floor coverings, solvents, aerosols, etc. anything that can burn.

Oxygen
Oxygen is always present in the environment.

Eliminating any of these elements will cause the fire to go out.

Employers must:

- Carry out a fire risk assessment.
- Protect people from danger.
- Provide an emergency plan.
- Ensure emergency arrangements are in place.

Employees must:

- Keep the workplace clean and tidy.
- Not block fire exits.
- Know what to do in an emergency.
- Follow safe working procedures.

In the Event of a Fire

If You Discover a Fire
Do not delay. Immediately raise the alarm by activating the "Break Glass" alarm or follow the procedure relevant to your workplace.

Do Not Attempt to Fight the Fire
Unless it is safe to do so and you have been instructed in the use of fire extinguishers.

On Hearing the Alarm
Leave the building immediately using the nearest exit. Follow the green signs showing the route. As you leave close doors behind you. If you have PEEP act accordingly.

Making Your Exit
Use the designated fire escape stair and do not at any point use the lifts.

Assembly Point
On leaving the building go straight to your designated assembly point.

Appendix 2

First Aid Policy

Introduction

HSSC will ensure that there are adequate and appropriate first aid arrangements in place at all times when Church activities are taking place.

The purpose of this First Aid Policy is to provide a framework which enables the Church to set out first aid arrangements so that:

- Aid can be given to anybody who is injured or becomes ill whilst on the premises.
- There is adequate provision of appropriate equipment, facilities and personnel.

Responsibilities of the Congregational Committee

The Committee is responsible for ensuring that all employees know of the first aid arrangements in their place of work and stewards, organisation leaders and event organisers know the first aid arrangements for the premises.

First aid kits are located in:

- the choir room within the main church building complex;
- the kitchen in the main hall complex; and
- the kitchen youth hall complex.

A defibrillator is located at the entrance to the main hall complex.

Each box will contain:

- A note to indicate that no medication should be stored in the box
- A set of post-it notes and pen
- First Aid guidance leaflet
- 3 * Self-adhesive wound dressings approximately 8cm * 6cm
- 1 * Fabric plaster strip 6cm * 1m
- 20 * Assorted waterproof plasters
- 1 * Eye Pad Bandages
- 1 * Crepe bandage 7.5cm * 4.5m
- 1 * Calico triangular bandages
- 1 * Conforming (stretch) bandage
- 2 * Medium finger bandages
- 1 * Microporous tape 2.5cm * 5m
- 6 * Safety pins
- 2 * Low adherent dressings 10cm * 10cm
- 2 * Large sterile dressings 18cm * 18cm
- 6 * Sterile wound cleansing wipes
- 3 * Burn gel sachets 3.5g
- 1 * Eyewash 20ml
- 1 * Instant ice pack
- 1 * Heat retaining foil blanket
- 1 * Resuscitation face shield
- 1 * First aid scissors
- 1 * Tweezers
- 1 * Disposable gloves

The treatment of minor illnesses involving the administration of drugs and medicines or the use of antiseptic cream on wounds is not considered to be part of first aid and is not included in the training of first aiders. Tablets, medicines and antiseptics, therefore, must not be kept in the first aid box.

The contents will be checked by a member of the HSSC as part of the monthly schedule of checks. Records of the checks will be made and retained for a period of five years.

The HSSC will be responsible for undertaking a review this First Aid Policy on the introduction of legislative changes or significant changes in procedures.

The HSSC will complete an annual re-assessment of first aid requirements.

Responsibilities of stewards, organisation leaders and event organisers

Stewards, organisation leaders and event organisers will ensure that they and all volunteers are aware of the contents of this First Aid Policy, in particular, the location of the first-aid boxes and the defibrillator.

Organisation leaders and event organisers will consider (through the risk assessment process) whether one or more first aiders is required. This will depend on factors such as the risk of the activities being undertaken and the number of people participating in the activity.

A first aider is someone who holds a current First Aid at Work or Heart-Start Certificate obtained by undertaking a course by an organisation whose training and qualifications are approved by the Health and Safety Executive for Northern Ireland. Their responsibilities include:

- Take charge in any first aid situation.
- Ensure that any first aid treatment given is recorded.
- Keep the first aid kit supplied with the appropriate contents by advising the HSSC of shortages.
- Call an ambulance if required.
- Notify the organisation leader of situations in which first aid cover is reduced, for example, during planned absences.
- Ensure that any incidents are reported to the HSSC.

When a risk assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person who is authorised to take charge of the situation (e.g. to call an ambulance) if there is serious injury or illness. Their responsibilities include:

- Take charge in any first aid situation if there is no first aider present or one has not been appointed.
- Call an ambulance if required – an appointed person should not attempt to give first aid for which they have not been trained.
- Keep the first aid kit supplied with the appropriate contents by advising the HSSC of shortages in the absence of a first aider.
- Notify the organisation leader of situations in which first aid cover is reduced, for example, during planned absences.
- Ensure that any incidents are reported to the HSSC.

Organisations may also wish to nominate a deputy in the event of the first aider or appointed person not attending a particular evening's activities or themselves being injured. Staff, stewards, organisation leaders and event organisers who are not designated as a first aider or appointed person should:

- Familiarise themselves with the first aid arrangements.

- Know how to summon first aid assistance.
- Seek assistance from the first aider or appointed person in the event of any first aid requirement.
- Follow instructions from the qualified first aider in the event of any first aid situation.
- Ensure that any incidents are reported to the HSSC.

For offsite activities, organisation leaders and event organisers should follow the first aid procedure established for those premises they are visiting. The organisation leader or event organiser must be aware of the location of the first-aid box and the first aiders appointed.

In all cases where items are required to be used from the first aid box, an accident form must also be completed. Accident forms are available beside the first aid box in the Main Hall and should be returned to a member of the HSSC. When items from the first-aid box are required, please indicate what needs to be replenished on a post-it note and stick it inside the box.

The Committee Secretary will report all accidents / incidents to the Health and Safety Executive for Northern Ireland and the church's insurers.

The following types of accidents, diseases and dangerous occurrences must be reported to the Health and Safety Executive for Northern Ireland:

- death or major injury;
- over 3-day injury to employees/self-employed people;
- a member of the public directly seeking medical attention;
- dangerous occurrence; and
- disease – notification from a doctor.

A member of the HSSC will complete reporting through the [online form](#).

Further information on the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(Northern Ireland\) 1997 \(RIDDOR\)](#) is available on the [Health and Safety Executive for Northern Ireland website](#).

Further guidance or advice can be obtained from the Health and Safety Team of the Environmental Health Service of Lisburn and Castlereagh City Council (028 9244 7300 or ehealth@lisburncastlereagh.gov.uk).

Any letter of claim must be copied at once to the church's insurance broker and to Church House with no correspondence entered into with the claimant or their solicitor.

Appendix 3

Contractor Monitoring Policy

The Committee, in recognition of its responsibilities to prevent / minimise the likelihood of an accident occurring as a direct cause of contractor actions, has delegated its contractor monitoring process to the Committee member overseeing the relevant works.

The relevant Committee member will ensure:

- Contractors provide a copy of their Health and Safety Policy (where required by law)
- Provide evidence that they have appropriate public and employer's liability insurance in place.
- Cooperate with church officials in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought on to church premises check the equipment has been inspected and tested to ensure safe operation.
- Contractors are provided with instructions regarding the areas they are permitted to work and the extent of the work they are authorised to undertake.

Staff and volunteers are required to bring to the attention of the relevant Committee member any shortcomings / defects in the contractor's operations.

When contractors need to undertake 'Hot Works' they should undertake a thorough written risk assessment of the proposed job. This risk assessment shall be provided to the relevant Committee member. The risk assessment must be completed in advance and in full and must be submitted to the relevant Committee member for approval before work commences. The contractor must ensure that all procedures and precautions mentioned in the report are carried out as described.

Contractors must comply with all statutory regulations and the requirements of this policy.

Appendix 4

Manual Handling Policy

Whenever an item is moved, carried, dragged, shifted or otherwise manipulated by the power of a person, this is Manual Handling. There are various hazards involved when manually handling any item or object, and an assessment of the risk posed these hazards is a good starting point. This does not mean, however, that a lengthy paper-based Risk Assessment is needed in all cases. Use the below pointers as a guide – if you think that anything is above a low risk level, you should carry out a more detailed assessment and do not attempt to move the item(s).

Manual Handling Hazards

Poor manual handling technique can lead to back pains and other 'musculoskeletal disorders' affecting other areas of the body. These can lead to immediate (acute) or long-term (chronic) pain, discomfort or injury. Some objects are intrinsically harmful, such as hot items, chemicals or sharp objects, and the nature of the object to be moved also needs consideration.

A person is also at increased risk of other kinds of injury, such as those caused by tripping or slipping over, when you are carrying something. There is also the possibility of minor injuries such as cuts, bruises and scrapes due to the item being moved or the way in which it is being carried, moved or manipulated.

Principles of Manual Handling Safety

The general principles of manual handling are:

1. Avoid manual handling operations wherever possible. This might be by mechanising processes or designing ways in which manual handling is simply not needed.
2. Where it is not possible to avoid manual handling, assess the risks caused by the task, the object being carried, the person doing the task and the influence of the work environment on them.
3. As part of the risk assessment, put into place measures to reduce the risk.

Manual Handling Risk Assessment

The load. Think about the weight of the object. While some loads might be heavy and others light, think also about the size and shape of the load and the number to be carried or lifted. Consider also how stable the load is – it could be off balance or an object that slides about inside a box. Lastly, think about the properties of the load, including temperature and sharp objects.

The individual. Not all people are identical – some are able to carry a much heavier weight than others and there is no 'standard' maximum weight that a person is permitted to lift. The best approach is to discuss this with the person or people doing the carrying, bearing in mind that they might overestimate their strength and stamina.

The environment. In this part of the assessment, think about anything within the work environment that could cause harm. This might be due to low ceilings, low lighting levels, slippery, wet floors or damaged floor surfaces.

The task. Look at how the task is performed. Many items will be moved from one place to another, and the route that this movement takes needs to be looked at to decide if there are any stages that could lead to an injury. This might be, for example, the movement of an item up stairs, through doors and manipulating it into position. Consider how the task as a whole – from start to finish through any route taken – could affect someone's safety.

See further guidance at [Manual handling | Health and Safety Executive](#) and the diagram below.

Manual Handling Safety Techniques



Plan Ahead



- Feet ✓
- Posture ✓
- Grip ✓
- Lift ✓

- Ensure you know where you are going
- Be aware of what you are lifting
- Consider your options
- Use any aids available that will help
- Ask for help if you need it
- Remove any obstructions in advance

1. Feet



- Wear suitable footwear
- Place your feet apart to give you more stability
- Place one foot slightly ahead of the other in the direction of travel

2. Posture



- Keep the spine in its normal alignment
- Bend from the knees, but make sure not to over-flex them
- Keep the shoulders and knees in normal alignment
- Keep the shoulders level

3. Grip



- Ensure you have a secure grip
- Check for suitable handholds and use them
- Consider if the load is likely to slip at all
- Keep your arms within the boundary of the body
- Use manual handling gloves to improve grip

4. Lift



- Make the movement as smooth and consistent as possible
- Use your legs for power
- Keep the load close to the body
- Keep the heaviest parts of the load closest to you
- Use your feet to turn, rather than twisting your body

Appendix 5

Working at Height Policy

There are many situations where people working might be at risk from falling. This would typically include places where people could fall more than two metres, but falls from lower level can also cause significant injuries and are more likely to occur.

Some common examples of areas where people might be at risk of falling include roofs, or opened graves and access to these areas should be restricted.

Where lighting is at a high distance from the floor level, when accessing fittings to change lamps and bulbs, it might be necessary to use some form of scaffolding or access equipment other than a ladder. Any scaffold or elevated working platform needs to be used and installed by a competent person.

Those people working at height might also be using tools and other equipment. These items could fall onto people below, and it would be usual to put up a barrier immediately below the works.

The use of ladders should be restricted to light tasks and those lasting no longer than 15 to 30 minutes. Before use, all ladders should be inspected and any defective ladder immediately removed and destroyed.

All ladders must be used carefully, following the manufacturer's guidance, especially making sure that weight limits are not exceeded.

Portable ladders must be correctly put up, ensuring that all feet are firmly on the floor. The floor surface must be even and free from hazards that could cause the ladder to slip or move. The top of the ladder must rest against a strong surface, not something like guttering or a window that could shatter or break, and should preferably be secured in place. If the top cannot be secured, the base should be (as an absolute minimum a person can steady the base of the ladder providing it does not extend very high and it is only for a short duration).

A good rule of thumb to remember is that for every four units the ladder is extended up, ensure that the base is out by one unit (for example, a four metre high ladder must be out by one metre at the base). The rungs of the ladder need to be horizontal, and this can be checked with a spirit level. Extending ladders are fitted with mechanisms to lock the sections together, and these must be fully engaged before using the ladder.

Those people using ladders must do so in a safe way. This includes gripping the ladder when ascending or descending, not using the ladder for extended periods of time and not using the upper three rungs (these are a hand hold). The person must not over-stretch, especially sideways (a belt buckle is a good indicator - this should remain inside the uprights) and both feet should remain on the same rung of the ladder.

Stepladders are often used for tasks such as changing lamps and general maintenance. Steps must always be used in the open position, with all locking mechanisms fully engaged. A second person should ideally hold the base of the steps, to provide stability and the ladder must be used the right way around, with the person facing the steps. The top rung(s) of many stepladders is not designed to be used other than as a shelf and the person using the steps must not straddle the upper hand rail.

Scaffolding, when used correctly, is much safer than using a ladder. However, scaffolding needs to be assembled and erected by competent and trained people. The scaffolding must

be appropriately designed for the safety of those at work on the platform and those below, such as including kick-boards to prevent items being accidentally knocked off the edge of the working platform. Access to scaffolding by the public, especially children, needs to be prevented and worksites need to be secured. If scaffolding is being used, this must be inspected every 7 days. Any defects must be rectified by a competent scaffolder before people use the scaffolding again.

Mobile Elevated Work Platforms (MEWPs) are also useful, and in fact can be safer than a scaffold as the person does not need to leave the work platform to ascend or descend the ladder. MEWPs are work platforms and not access lifts (people should not step out of the cage to access something at high level).

See further guidance at [Working at height | Health and Safety Executive](#) and the graphic below.

What to watch when Working at Height

NO FALLS FOUNDATION

Falls from height are the single biggest cause of workplace deaths and one of the main causes of major injuries. It is therefore essential that any work at height is properly planned, supervised and carried out by competent people to make sure it is undertaken safely as required by the Work at Height Regulations 2005 (WAHR).

AVOID
Always avoid working at height wherever possible.

PREVENT
If you must work at height, do everything reasonably practicable to prevent anyone falling, using the most suitable equipment.

MINIMISE
If you cannot eliminate the risk of a fall, use the most suitable equipment or take other measures to minimise the distance and consequences of a fall.

ASK
If in doubt, further very helpful guidance on working at height can be found on the Health & Safety Executive website www.hse.gov.uk or on the Access Industry Forum website www.accessindustryforum.org.uk

Images © The Ladder Association

- Think and plan ahead and organise the work properly.
- Carry out a risk assessment, specific to the circumstances, and always act on its outcome.
- Give priority to 'collective' over 'personal' protection measures.
- Ensure that everyone involved is trained and competent.
- Take appropriate measures to prevent the fall of tools or materials.
- Take sufficient measures when working on or near fragile surfaces.
- Use and inspect equipment properly and keep it in safe working order.

Appendix 6

Personal Protective Equipment (PPE) Policy

Equipment and clothing, such as safety glasses and gloves, that is designed to protect someone from harm is called Personal Protective Equipment (PPE for short). It often forms a barrier between the person and the object or substance that could cause harm.

Note that PPE does not include any clothing worn specifically for food hygiene reasons, or uniforms which are not designed to protect the worker.

PPE types include:

- High-visibility clothing is useful when working near traffic routes, as drivers are more likely to see someone wearing high-visibility (or hi-vis) work-wear. Reflective strips improve visibility at night.
- Warm/waterproof clothing can be worn to protect someone from the cold and rain.
- Gloves can protect against many hazards, from abrasions and sharp objects through to wet working and chemicals. Correct glove selection is important to ensure that the glove protects the hands and does not absorb harmful substances or introduce any other hazards (caused by reduced dexterity/sense of touch).
- Earplugs can protect a person's hearing. The plugs are usually made of soft foam, which is rolled and inserted into the ear. These are adequate for occasional use but earmuffs are a better choice for more prolonged use. The correct selection of hearing protection depends on the noise that needs to be reduced as some work better than others at certain frequencies (pitches).
- Eye protection, in the form of safety face shields, glasses and goggles, can protect the worker against items that might otherwise go into the eye or from harmful radiation (ultraviolet or visible light). When using some chemicals, eye protection is also required. People who regularly work outside for long periods in sunny conditions should wear UV protective sunglasses.
- Respiratory Protective Equipment (RPE) is used to protect the lungs, throat and other parts of the respiratory system. The simplest forms are nuisance dust masks, which are only suitable for non-toxic dusts. The RPE needs to fit the person correctly and this is checked in a process called 'fit testing'.
- Head protection is designed to prevent injuries to the head, the most common being bump caps and hard hats. Bump caps are ideal for protecting against minor bumps and scrapes, and can be used when working in some spaces where there is a risk of head injury such as a bump to the head due to a low beam. However, when there is a risk that something might fall onto the head, hard hats would be chosen.

There are many different types of personal protective equipment available to suit many different tasks and requirements and the above is only an overview of the different uses of PPE that might commonly be encountered in a church setting. One type of PPE might be effective at reducing one risk, but might not be adequate at protecting against another so always check with the manufacturer if in doubt.

PPE has to be selected to be appropriate for the risks associated with the task so that it will be effective at controlling the risk. In doing so, consideration must be given to the user (because each person is different) and each item of PPE must be compatible with any other PPE that is being used.

All PPE needs to be properly maintained and stored so that it remains effective and does not get damaged. Maintenance can include examination, testing, cleaning and with repair and replacement being made where required.

Committee members or other volunteers involved in organising works on the church premises should consider whether PPE is required by those carrying out such works as part of the associated risk assessment. When it has been decided that PPE is an appropriate method to control the risk, it needs to be issued to those who need to use it, along with information, instruction and training about how to use it properly.

Contractors will be responsible for determining their own requirements in relation to PPE when completing works on the church premises.

Appendix 7

Transport Guidance

The following should be considered when planning transportation for church premises activities:

- When planning your journey take account of weather conditions.
- Don't use your mobile while driving.
- Don't overload.
- Be sure your Driving Licence and M.O.T are up to date.
- Tell your insurance company you will be carrying passengers.
- Be sure you are physically able to assist disabled or infirm passengers.

When transporting under 18s the safeguarding guidance from Presbyterian Church in Ireland on transport should be adhered to (see [Safeguarding | Presbyterian Church Ireland](#)) in addition to these points.

Appendix 8

Lone Working Guidance

It is recognised that lone working is an everyday and essential practice for the minister, employees and volunteers, and it is therefore important that the additional risks that arise from this are considered, in order that they can go about their daily work in relative safety. All employees and volunteers should avoid working alone if it is not necessary, and work with others where possible, however, if this is not feasible, they should be aware of the importance of personal safety, and take all reasonable precautions to safeguard themselves from harm, as they would in any other circumstances. Where there is any reasonable doubt about the safety of a lone worker, consideration will be given by the Committee to undertake other arrangements to complete the task or activity, such as ensuring individuals work in pairs.

Lone working refers to situations where individuals, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance. In this regard, the Committee will ensure that they:

- Undertake a risk assessment on building safety to determine if the church or halls need extra security.
- Consider how lone workers will raise the alarm if necessary, and ensure they have a means of communicating with others in the event a problem arises.
- Agree a protocol for visitors and decide whether or not to allow visitors in when only one person is there. This includes the safeguard of an intercom at the main hall for contacting the office and the requirement to secure outside doors when lone working is taking place.
- No employee or volunteer should ever plan to be alone on church premises with children or young people. However, if they should find themselves in this situation, it is important that another adult is made aware immediately. The employee or volunteer should also assess the risks involved in sending the child or young person home, against the risks and vulnerability of being alone with them.

Whilst the church has a responsibility to ensure their lone workers' health, safety and welfare, there are also a number of things individuals can do to take reasonable care of themselves.

- Lone workers should never put themselves at risk. If a situation arises that they are unfamiliar with, or in which they feel unsafe, they should withdraw and seek further advice or assistance.
- Employees and volunteers should conduct their own risk assessment on the occasions when they are working alone, which will help them to decide how safe a situation is and what action should be taken to avoid danger.
- Lone workers should be aware of themselves, their behaviour and the signals they may be giving, and to think about their body language, tone of voice and the choice of words they use with others that could be taken as confrontational.
- Employees and volunteers who work alone also need to be aware of changes in the behaviour of the person they are with, especially if they seem to become more angry or threatening.
- If an incident occurs – even if it is considered a minor incident – the employee or volunteer should make their line manager or the Committee member overseeing works know as soon as possible in order that the appropriate risk assessment and follow-up action can be taken.
- Staff and volunteers should take every reasonable precaution to ensure that they do not disclose their personal details, such as address and telephone number or their social networking profile, without good reason.

Appendix 9

Grave Digging Guidance

Personnel involved in the activity of grave digging should be made aware of the following precautions that should be taken to reduce the risk of injury. These guidelines are especially important as the operators may often work alone with machinery.

- Protective clothing including overalls and protective boots must be worn at all times. Protective helmets must be worn when working in conjunction with the excavator or in the excavation. Eye protectors should be worn when breaking hard materials.
- All grave digging staff should be suitably trained.
- All tools and equipment required to complete each grave opening must be available and nearby before commencing the excavation.
- All practicable steps must be taken to prevent damage and prevent burying or trapping in any depth of excavation. No soil, whatever its nature, can be relied upon to support its own weight for any length of time, let alone any additional loads which may be imposed by plant, equipment and materials. Even a small fall of earth is capable of inflicting serious injury.
- A second person should be in attendance whenever work is being carried out in an excavation of a depth greater than 3 feet (0.91m).
- When hand digging, shoring must be incorporated as digging proceeds below a depth of 3 feet (0.91m).
- All non hydraulic shoring equipment must be inspected on a regular basis (monthly). Hydraulic shoring must be inspected weekly to ensure that rams are in good working condition. Defective rams must not be used.
- Lowering webbing and putlogs must be inspected prior to each burial to ensure that no deterioration has occurred and that they are capable of taking the weight of the coffin. Frayed webbing should be destroyed.
- Access to and from the excavation must be carried out by the use of a pole ladder.
- All spoils from the excavation must be placed at least 1m from the edge in order to minimise the risk of collapse. All edges of the grave must be protected by planks so that the weight of the persons and tools will be evenly distributed over as large an area as possible.
- All excavations must be covered by boards or a grave cover (some manufacturers of mechanical shoring equipment provide a lockable cover to ensure complete security) when digging is not in process or left unattended, particularly overnight, as normal burial procedures dictate that the grave is excavated on the day previous to the burial taking place.
- All cuts and abrasions should be protected by a waterproof plaster. Hands and arms should be washed thoroughly before preparing or ingesting food or drink. All personnel employed in grave digging should be required to submit themselves for tetanus immunisation at the required levels.

Annex

Risk Assessment Guidelines (how to write a risk assessment)

Everyone involved in running an organisation or using the church premises has a responsibility to ensure their activities comply with Health and Safety Legislation and this Health and Safety Policy. Activities must be conducted in a safe manner without risk to the health or safety of members or participants. These guidelines aim to help stewards, organisation leaders and event organisers acting as a responsible person to fulfil that role.

Stewards, organisation leaders and event organisers should read the Health and Safety Policy as a guide to understanding their responsibilities.

A responsible person must be appointed to oversee the health and safety aspect of all activities and everyone participating. Think about each activity that takes place, rather than the event as a whole. A BBQ for example could include handling raw food, cooking, an open fire, carrying hot food, serving food, refrigeration, keeping food hot, queueing, serving hot drinks and directing cars for parking. Each of these items have their own hazard and control. Note each hazard separately. Walk around the venue where you will be holding your event and note any potential hazards to be checked before, during and after the event. Responsibilities may then be delegated to helpers e.g. to take headcounts, check toilets, make safety announcements, etc.

The responsible person will need to think through the activities and / or the event and what needs to be done to keep participants safe by eliminating risks. Although activities may be based in one location it is important to also think about safety and risks in other parts of the premises such as car parks and toilets likely to be used by your members.

The responsible person should also think about the risks involved if they are organising activities away from the church premises and check that adequate safety measures are in place.

When thinking about activities, the responsible person should be familiar with the correct health and safety procedures as set out in this Health and Safety Policy. They will need to be applied where:

- an emergency evacuation is required;
- hazardous substances such as cleaning chemicals are being used;
- activities take place at a height e.g. hanging decorations;
- electrical equipment is being used;
- bulky or heavy items are being handled; and
- transport has been organised to facilitate participant's arrivals and departures.

Where activities not included above are identified which are peculiar to an organisation or event, the responsible person will need to determine their own procedures (this will be especially important where the membership includes people with disabilities or where dealing with children and young people).

As it is likely that an organisation's activities / event will require members to use some or all of the procedures listed above, plus procedures peculiar to their organization, the responsible person will need to undertake and write up a risk assessment using the following steps:

- Identifying possible hazards – any object or situation that might cause harm.
- Asking who might be harmed – organisation members or event attendees first but don't forget others who may be around.

- Assessing the level of risk – decide whether the risk is already under control and if not what steps need to be taken.
- Sharing your findings – make sure everyone involved understands the risk and the controls which apply.
- Reviewing on an ongoing basis – keep an eye during and after the activity that things go as planned and revise the controls if necessary.

The conclusions from the risk assessment should be contained in the risk assessment document provided with these guidelines under the heading 'Actions Required'. Those which are common to all premises users are already included but please add those peculiar particular organisations or which may arise when activities are away from church premises. The name(s) of the persons appointed to ensure the risks are properly dealt with should be entered in the column alongside. If any work or inspections need carried out the Health and Safety Officer will arrange for the relevant team to carry out the work.

Where action is required, work backwards from the event date to determine action dates. Always try to give as much time as possible before an event in case further actions arise after initial assessment or third party contractors are needed.

Many of the roles essential for the avoidance of risk may be delegated. Organisation leaders / event organisers may wish to think about appointing persons to;

- clean up spillages from toilet sinks, in kitchen or elsewhere;
- check corridors and emergency exits are kept clear from obstructions;
- tape down electrical equipment leads to avoid trips;
- spread salt in frosty weather;
- look out for and assist those who have special needs; and
- act as stewards should an evacuation be required.

The need for a first aider should be considered in accordance with the requirements of the First Aid Policy and if a first aider is required the Health and Safety Officer should be notified.

In the event of an alarm the delegated persons should ensure rapid evacuation to the pre - announced assembly points and check everyone is present. Main entrances should be kept clear for emergency vehicles. If fire is discovered attempts to extinguish should only be made where no personal risk is involved.

This Health and Safety Policy contains further advice on fire safety and fire safety announcements for reference.

Please note all accidents, injuries or near misses in an email to the Health and Safety Officer. Any injury requiring first aid, should be recorded in the Log Book in the kitchen in the main hall, so that replacement items may be purchased.

If an activity or event involves the use of the kitchen, persons with the necessary training must be in charge.

Below is a list of resources available throughout the church premises for use during events and provided as a minimum. Please ensure that all of the equipment required for each organisation or event has been assessed and the resources below are in place before the event or activity takes place.

Church

- First Aid kit – on the wall outside the Minister's Room
Carry Chair – on the floor to the right of the door, at the top of the stairs to the Gallery
Toilets; one male, one female – in the exit corridor from the Choir Room

- Hi-vis vests for car parking, directing visitors and to highlight key people - on coathooks in vestibule

Main Hall

- First Aid kit – in the kitchen on the wall beside the door into the Minor Hall, including green hi-vis vest
- Accident Log Book - in the kitchen on the wall beside the door into the Minor Hall
- Defibrillator – on the inside wall beside the main entrance door, in a white box. The box is not locked
- Hi-vis vests for car parking, directing visitors and to highlight key people - on coathooks in vestibule
- Toilets; male, female and disabled – in the entrance hall

Youth Hall

- First Aid kit – on the wall in the Office, beside the door between the Office and the Kitchen
- Toilets; male, female and disabled – in the entrance hall
- Hi-vis vests for car parking, directing visitors and to highlight key people- on coathooks in vestibule

Shed

- Muster Sign – on the outside wall beside the door
- Road cones and safety barriers – behind the shed

Emergency Details

- Note that there is no telephone on site, to call the emergency services use a mobile phone to call 999.
- Church address - 249 Upper Ballynahinch Road, Lisburn, BT27 6XG
- What 3 Words - truth.announce.give

Maps of site

These maps can be used to help plan events.

<https://maps.spatialni.gov.uk/?extent=329065.4742%2C360441.9646%2C329318.4163%2C360558.9107%2C29900>

<https://maps.app.goo.gl/f78Wu7NipFJut7yT8>



Any concerns on Health and Safety matters can be raised with the Health and Safety Officer, Gareth Martin (gareth.martin@legacurry.church 07966066265).