

# Goffs Oak Methodist Church

## Health and Safety Policy v1.0, 30-Jan-17

### Introduction

This policy relates to Goffs Oak Methodist Church, Newgatestreet Road, Goffs Oak, Waltham Cross, EN7 5SS and sets out Health and Safety policy for the use of our premises as a place of worship and community venue for non-church activities. In addition, it covers contractors hired to perform maintenance and non-routine repairs to the building itself.

We acknowledge our responsibilities under the Health and Safety at Work Act (1974) to visitors, employees and contractors visiting our premises. This policy should be followed at all times. For more complex issues arising from the need to perform major works to the building, the current HSE guidelines in force at the time will be referenced and adhered to.

### Responsibilities

It is the responsibility of the Trustees of Goffs Oak Methodist Church and the Enfield Methodist Circuit to ensure that the facilities are maintained to the required standard, that all appropriate safeguards and appropriate public liability insurance is in place.

It is the responsibility of all building users to ensure that these guidelines are adhered to. These are in addition to any documentation hirers have relating to their own activities. **Children must not be left unsupervised in any part of the building and must not be allowed to endanger themselves or other building users. For this reason, only mobility scooters/wheelchairs may be used within our premises. Ball games must be confined to the main hall. Safeguarding Policy must be adhered to at all times.**

It is the responsibility of contractors to ensure that appropriate risk assessments are in place before work commences. Appropriate signage and safety barriers must be in place to ensure that no one is put at risk.

### Accidents and Emergencies

Accidents occurring on our premises must be recorded in the Accident Book, located in the kitchen in the First Aid cupboard, and must be reported to a Church representative within 48 hours.

Near misses, where there is an occurrence that had the potential to cause injury but did not do so on that occasion should be logged in the book provided so that appropriate preventative actions can be taken to prevent a future accident.

Slips, trips and falls are preventable by ensuring that floors and access routes are kept clear. Ensure trailing cables are safely routed and taped down and that spills are mopped up promptly.

Activity Groups using the building are responsible for ensuring adequate first aider provision for their activity. Should an emergency occur, the telephone in the corridor by the kitchen may be used to get professional help.

## Fire Safety

**Portable Heaters:** Position portable heaters away from flammable materials, curtains or paper. Allow clear airflow around a portable heater at all times.

**Kettles/Urns:** Ensure kettles and urns are emptied and disconnected from the mains after use.

**Naked Flame:** Naked flames, including candles and tea lights must never be left unattended. Ensure candles are properly extinguished and allowed to cool before returning to storage. Use a safe alternative to traditional candles whenever possible.

Portable stoves or grills must not be used within the church building.

Keep matches, lighters, gas lighters out of the reach of children.

Grease or oil-contaminated cloths/paper must never be placed in the pedal bins. These can spontaneously ignite. Transfer promptly to a suitable waste facility.

Keep pressurised cans/aerosols away from heat sources.

Store glass bottles, vases and mirrors in a box or cupboard. Keep away from windows where they can concentrate the sun's rays and start a fire.

### In the event of a fire

In the event of a fire, close doors to contain fire and smoke and evacuate the building by the nearest exit, ensuring that other groups in the building are also alerted.

Call the fire brigade by dialling 999. Do not attempt to fight the fire yourself unless you have had appropriate training in the use of fire extinguishers.

Assembly Point: Assemble in Wesley Close, well away from the church building.

## Kitchen Safety

Ensure the kitchen is not left unattended while cooking using the hob. Ensure that nothing combustible can contact the hob. Keep tea towels and oven gloves well away.

Keep young children under seven years old out of the kitchen whilst hot food or hot drinks are being prepared. Ensure adequate supervision of older children who are making things in the kitchen as part of a planned activity.

Keep knives and other sharp implements out of the reach of children.

Always wash hands before preparing food, maintain careful segregation between raw and cooked ingredients.

Ensure all ingredients are in date, and that hot food is served immediately.

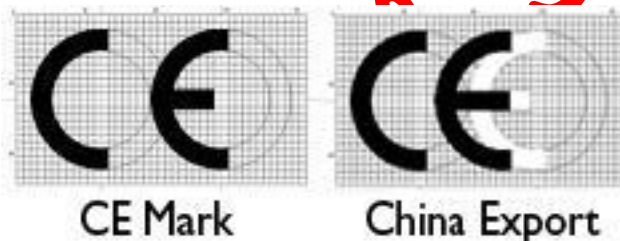
The fridge has temperature monitoring, ensure the temperature is within the range 2-5°C.

Regularly check fridge contents and remove out-of-date items promptly.

At present, our church kitchen is not registered with the local authority for food hygiene, therefore food may only be served to groups who use the building and their supporters, not to the general public.

## Electrical Safety

Electrical goods used in the church on a regular basis should be PAT tested annually for electrical safety by a qualified electrician. All items should be CE Marked. Beware of Chinese Export mark, this is like the European CE Mark, but has no assurance of safety.



Inspect equipment regularly, do not use if casing or cable insulation is damaged. Ensure correct fuse is fitted.

Avoid overloading power sockets. Take care when using multi-way extension cables, to avoid trips and falls.

## Personal Safety

Lone workers are advised to keep the entrance doors locked to prevent unauthorised access. Keep bags and other valuables in a safe place out of sight, e.g. locked in the vestry.

Avoid tasks that pose a risk of significant injury while working alone, for example working at height.

Ensure the building is secured when you leave. Be alert to anyone acting suspiciously, if in doubt stay safe indoors and call for assistance.

## Vehicle Safety

Always park considerately and parallel to the church building. Avoid inconvenience to residents in Wesley Close and Newgatestreet Road.

The car park can hold six cars at the Wesley Close end, with a further four or five in front of the sanctuary.

Be alert to the presence of pedestrians as you leave the car park. Our exits cross the public footway.

## Working at Heights

Use appropriate step ladders to access areas that are beyond reach. Step ladders must comply with the British Standard for light industrial use. Refer to HSE guidance for more information.

<http://www.hse.gov.uk/pubns/indg485.pdf>

Stepladders must be in good condition and free from defects. If stepladders wobble due to missing feet, do not use. Label 'Do not use!' to warn others.

Use stepladders of the appropriate height. The platform on top is not for standing on. Always have three points of contact with the stepladder.

Use stepladders for short duration only (30 minutes is a guide). Avoid using ladders if working alone.

## Control of Substances Hazardous to Health

Some chemicals used within the building pose a risk to health. These include cleaning agents, pest killers, paints and polishes.

- Ensure hazardous agents are stored in secure storage out of the reach of children.
- Ensure that chemicals are used in accordance with any safety recommendations.
- For chemical cleaning agents aimed at professionals, refer to the Material Safety Data Sheet. This will highlight hazards associated with the chemical and appropriate control measures.

Risks relating to chemicals can be minimised by ensuring that appropriate protective equipment is used and they are used in a well-ventilated area.

All chemicals should be disposed of appropriately. Do not pour chemicals that are hazardous to the environment into drains.

Document prepared by: Joanne Mead

Document authorised by: .....  
Rev'd Alan Combes (Presbyter)

Date: .....

Next review date: Jan 2019

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