

Introduction

- We take safety pretty much for granted – serious accidents and injuries are, fortunately, rare occurrences but when they do happen, the effects can be catastrophic to the person, their family members and dependants, never mind the damaging publicity, and financial consequences to the Church, not all of which may necessarily be covered by insurance. What the application of the contents of this document will do is to keep safety in the forefront at all times and thus lessen the risk of even occasional, but possibly deadly, safety lapses happening.*
- This booklet is the updated version of that first published in 2002 and revised in 2007 covering how we operate the Church, Hall and activities therein safely. It also includes some matters not strictly safely related such as Data Protection, Child Protection and working safely with Display Screen Equipment.*
- As customary, this booklet is issued to the clergy, readers, churchwardens, PCC members, sidespeople, activity leaders and to all others who have any leadership role in the Church.*
- Please take the time to read this thoroughly (not necessarily in one go!)*
- This document was formally approved by the PCC at its meeting on xx xxxxx 2011.*

MJ Welch July 2011.

CHANGES COMPARED WITH THE 2007 EDITION

The main changes compared with the previous edition are as follows:

- **Health & Safety Policy** – Responsibilities of the Vicar, Churchwardens, and PCC members have been separated and expanded and individual responsibilities amended.
- The Fire and Safety Officer has been renamed the Health & Safety Officer throughout the booklet.

<u>Para.</u>	<u>Details</u>
1.2.2	Amended to take account of the fact that the Paschal Candle is oil-powered
1.2.4	Amended to take account of the fact that matches are kept by the votive candle stand
1.6	Additional advice given on safeguarding church valuables & personal safety
1.7	There is now no normal crèche hence this paragraph is deleted and paragraphs 1.8-1.10 become 1.7-1.9
1.9	Switchroom is now normally kept unlocked
1.10	New paragraph relating to Noticeboards
2.4.2	First Aid arrangements amplified
2.6	Location of lift keys and how to summon the lift engineers in an emergency stated
2.7	Information given on servicing of the Hall kitchen water heater and that no unauthorised person is to make any adjustment to the gas installation or to any appliance
2.8.2	Witness statements should be obtained as soon as possible after an accident.
2.8.3	Accidents likely to need reporting under RIDDOR must be reported immediately.
2.8.4	New paragraph advising that broken glazing must also be reported to the churchwardens.

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3.2	The need for manual handling should be eliminated wherever possible.
3.3	The chair trolley should be used to move chairs any distance or between buildings.
4.3	Cleaning chemicals must never be mixed unless specified on the container label. A register will be kept by the H&SO of hazardous chemicals kept – hence anyone bringing such items onto church property must advise the H&SO.
4.4	Additional advice given on working with ladders
4.7	Additional precautions stated regarding the use of personally-owned power tools on church property
4.10.3	Those under 18 must not use power tools on the church property (insurance requirement)
5.1	Intervals between tests of electrical installations and of the lightning conductor specified
5.2	Electrical equipment should be switched off and the plug removed from the socket when it is unlikely to be used for long periods.
5.6	Electrical plugs must only be fitted by someone competent to do so.
5.7	New paragraph regarding changing of light bulbs or heater elements.
5.8 & 5.10	New numbers for paragraph on extension cables and tripping hazards
5.9(a)	New number for original paragraph on Other People's Equipment
5.9(b)	New subsection stating that secondhand electrical equipment must not be accepted or offered for sale.
7	Requirement to ensure that contractors have necessary insurance
9.4.1	Emergency evacuation of the church – churchwardens and sidespeople's responsibilities have changed and all assisting in an evacuation must liaise with the churchwardens at the assembly point.
10.3.37(b)	Additional guidance given on moving and locking the acoustic screen to the West Room together with location of the spare handle.
10.3.44	New paragraph relating to disarming the Church/Powerhouse intruder alarm.
10.5.2 & 11.4.3	Hirers must complete form CP3 (child protection)
11.5.1 & 2	Information included on action to take if the smoke alarm in the Hall kitchen sounds.
12	Kitchen Rules expanded to cover hygiene certification, avoidance of food contamination, personal hygiene/clothing etc, food allergies/intolerances
15	New section on safe use of Display Screen Equipment.
15	Churchwardens' duties section becomes section 16
16.2	Churchwardens' duties - Amendments made to items on window repairs and ordering of supplies.
16	Sidespeople's duties section becomes section 17.
17	Sidespeople to advise warn JAM group in time so that the latter may come into church in time for the <i>peace</i> .

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ST AIDAN'S CHURCH, GRAVESEND

HEALTH & SAFETY POLICY

APPLICATION

This Policy applies to all Church members and others when on Church property (e.g. Church, Powerhouse, Hall, grounds) and on activities arranged elsewhere by St Aidan's Church. It does not, however, apply to:

- members of the public using the grounds in transit or in other similar circumstances or when driving or parking vehicles, without authority, in the car park, although St Aidan's Church still has a duty of care in common law to the general public whilst they are on our property;
- the way in which an activity for which the Hall or Church/Powerhouse has been hired is conducted in the Hall or Church/Powerhouse by non-Church (outside) hirers (although they must comply with the Hall or Church/Powerhouse Hire conditions).
- the way in which an activity for which the Hall or Church/Powerhouse has been hired is conducted in the Hall or Church/Powerhouse by Church groups (e.g. Nursery School) in circumstances when they are covered by their own Health & Safety Policy and safety procedures.

RESPONSIBILITY OF THE VICAR, CHURCHWARDENS & PCC

St Aidan's Church recognizes that the health and safety of members of the Church family, and others with whom the Church comes into contact are as important as their spiritual welfare and will take all steps to ensure that the buildings and grounds of St Aidan's Church and any activities held there or elsewhere for the Church family or others are as healthy and safe as possible.

The **Vicar** is responsible overall for health and safety and s/he will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to other church members. As new projects emerge, responsible persons will be appointed for their management and their names will be published.

The **Churchwardens** are responsible for ensuring that arrangements outlined in this policy are implemented and updated as necessary.

The **Parochial Church Council** has general responsibility to ensure that the health and safety policy is implemented.

RESPONSIBILITY OF THE FIRE HEALTH & SAFETY OFFICER

The Health & Safety Officer (H&SO) is responsible for the day to day implementation of the arrangements outlined in this policy. In particular, the H&SO shall

- be familiar with health and safety regulations as far as they concern church premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- make a detailed visual inspection of the grounds and premises, fire extinguishers, electrical appliances and lighting at least 3 times per year
- ensure that the buildings and grounds for which the church is responsible are clean and tidy

- ensure that safety equipment clothing is provided and used wherever necessary
- ensure that all plant, equipment and tools are properly maintained and in good condition and that appropriate training has been given where necessary
- ensure that adequate access and egress is maintained
- ensure that adequate firefighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed
- ensuring that a copy of 'Health & Safety Law – What you should know' is displayed in the Hall and Church/Powerhouse
- undertaking risk assessments as necessary.

The current H&SO is Michael Welch.

INDIVIDUAL RESPONSIBILITY

Individual church members, employees, volunteers and others are required to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises. They must, therefore:

- comply with safety rules, operating instructions and working procedures
- use protective equipment and clothing when it is required
- report any fault or defect in equipment immediately to, and raise any health and safety issues with, the Vicar, Churchwardens, Powerhouse Centre Manager (Powerhouse only) or the H&SO, whether occurring on or about Church property or on any Church-organised activity
- report all accidents (however minor), injuries, near misses, potential safety hazards or other incidents where damage is occasioned without injury being sustained
- not misuse anything provided in the interests of health and safety.

APPROVAL

This policy and accompanying processes and procedures were formally agreed by the meeting of the Parochial Church Council on xx xxxxxx 2011. The previous version dated 2007 is hereby superseded.

1. GENERAL PROCEDURES

1.1 Altar Bread and Wine



These must be kept in hygienic conditions and the ciborium, wafer boxes and cruets washed as often as necessary.

1.2 Candles/Matches



Normal use (in candleholders on the altar) should not pose any problems. However, when lighted candles, nightlights etc are to be used in procession, given to members of the congregation or placed around the Church for special Services the Vicar, Churchwarden, or the H&SO must consider the risks and, where necessary, advise those involved on the siting or carrying of the candles or nightlights so as to:

- avoid putting them on sloping or uneven surfaces or where children could accidentally come into contact with the flames, or where long hair, clothing (especially robes) etc could come into contact with the flames
- avoid coming too close to the person in front in procession, and where the candles or nightlights should be safely put, if they are not to be extinguished, afterwards

1.2.2 The tall Paschal Candle stand should be positioned against either a wall or a prominent piece of furniture so that the risk of it being knocked over is minimised.

1.2.3 All candles, including votive lights, must be extinguished before the church is left unattended.

1.2.4 Matches are kept in the desk drawer in the Vicar's Vestry and by the votive candle stand.

1.3 Seating in the Church



1.3.1 Whilst pushchairs and wheelchairs may be permitted in the main aisle only (no more than one abreast) and preferably on one side only (so as not to form a chicane), extra chairs to increase seating capacity must not be placed in any aisle.

1.3.2 Where chairs are positioned behind the fixed pews to increase seating for large services, it should be remembered that the chairs cannot be locked together and that a significant gap* should be left between each row to lessen the risk of the chairs being overturned accidentally in an emergency situation. (* - The legal minimum is 305mm (12") from the back of one chair to the front of the seat of the chair behind).



1.4 Outside Steps, Ramps and Paths

In icy, snowy or frosty weather and before people are expected to arrive at the Church/Powerhouse or Hall for services or other events, steps, ramps and paths leading to the appropriate building should be swept clear and salt/sand sprinkled to reduce the risk of slipping. When dark, exterior lights should be switched on all the time that Church/Powerhouse or Hall, as appropriate, are occupied and when people are arriving or leaving.

1.5 Portable Water Boiler



This boiler must always be filled and emptied where it is to be used. It must NEVER be lifted or carried when full. Care must be taken to site it so that only the person dispensing boiling water has access to the tap (which must NEVER be within the reach of children).

1.6 Church Valuables



- The alms dish and its contents must never be left unattended.
- Two people must be present when collections are counted.
- The door to the office must be kept closed whilst money is being counted so that the process may not be overseen by a stranger who may come into the building.
- The safe must NEVER be left both unlocked AND unattended.
- Church plate must be kept locked away except when in use and must not be left unattended except when it is on the altar for a Service.
- Those taking cash to the bank should vary their route, day and time.
- If threatened, hand over valuables, cash etc – do not resist – the church's insurance money is little compensation for life-changing injuries or death.

1.7 Cleaner's Cupboard (under Powerhouse stairs)

This must always be kept locked.



1.8 Switchroom

The switchroom is normally kept unlocked so that access to the vacuum cleaner is always available. The switchroom must not be used as a general storage area. Free access must be maintained to the meters and switched at all times.



1.9 Noticeboards

Other than church notices, all notices intended for display must first be approved by the Vicar, Churchwardens or Powerhouse Centre Manager (Powerhouse noticeboard only). The caretaker holds the key for the noticeboard outside the Powerhouse.

2. PROCEDURE FOR INCIDENTS & EMERGENCIES (OTHER THAN FIRE)

Forms part of the Church/Powerhouse/Hall Hire Conditions

Almost all "accidents" are preventable – by better training, greater awareness and the correction of small defects etc before they are capable of causing danger or harm. Even with the best endeavours accidents will, nevertheless, happen occasionally and it is important that we learn from them. "Near misses" are free lessons in safety where injury is only just avoided.

2.1 Suspicious Articles



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All users of the premises must be encouraged to report any suspicious package or item to the Person in Charge. If the presence of a suspicious article is reported to the Person in Charge, s/he must visually inspect it and, if concerned that it may contain explosives or anything else which could prove harmful, should arrange evacuation of the building using evacuation routes which, as far as possible, keep evacuees as far away as possible from the threat. The Police should be called as quickly as possible.

2.2 Water





In the event of large quantities of water in the building e.g. as the result of roof/window or storm damage, water/sewage pipe leak, the Person in Charge must ensure that any electrical appliances in the vicinity are switched off and unplugged at the socket outlet and a 'Defective - Do Not Use' note prominently affixed. S/he must then seek further guidance from the Vicar, Churchwarden, H&SO or Powerhouse Centre Manager (Powerhouse only) as to any further action or repairs required. The Person in Charge may need to invoke the evacuation procedure if necessary.

2.3 Vandalism or other Crime (theft, assault) in or near the Church/Powerhouse/Church Hall/grounds



The Person in Charge should endeavour to obtain a good description of the offender(s) (i.e. height, weight, age, appearance and any distinctive clothing, markings and colour) and the Police must be called immediately. No attempt should be made to apprehend the offender(s) or prevent them leaving the building or the area – they may be armed and prepared to use violence or later, to counterclaim for assault. Whilst appropriate force may be used if attacked, the law does not permit retaliatory violence. Where a crime is discovered but it is apparent that that this had occurred some time before and the offender(s) are no longer in the vicinity, the matter should be reported to the police at the first suitable opportunity. A careful note should be made of the crime number given. Details must be entered in the Incident Book.



2.4 Medical

2.4.1 If the alarm sounds from the disabled toilet the Person in Charge must investigate and render what assistance s/he can, resetting the alarm (by pressing the reset button in the toilet).

2.4.2 Lists of trained first aiders are located in the Church Vestibule, Powerhouse kitchen & Computer Room but this does not imply, however, that they will always be available. In the event that a user of the premises is taken ill or requires first aid for, say, an injury, the Person in Charge should obtain the services of a trained first aider or, failing that, endeavour to ascertain whether anyone else on the premises is trained in first aid and is prepared to offer assistance. A first aid box is kept in the and Kitchen (Powerhouse) and in the Church Hall kitchen. The name of the person responsible for the first aid boxes is shown on the list of first aiders. If any person trained in first aid advises that an ambulance should be called, or if the Person in Charge considers this advisable, this should be done immediately. (NB The emergency services may ask for details of the casualty: approximate age, sex, whether breathing or not etc). The Person in Charge should ensure that the casualty is not moved (unless essential to prevent further injury or death); that someone waits with the casualty, if only to offer reassurance, and that someone is waiting outside the building to direct the ambulance crew to the casualty.



2.5 Dangerous/Defective Equipment

If the Person in Charge becomes aware of any dangerous or defective equipment it should, if electrical, be dealt with as in 2.2 (above). If the danger is not electrical (e.g. protruding nail or screw, tripping hazard etc it should be reported immediately to the Vicar, Churchwarden, HS&O or Powerhouse Centre Manager (Powerhouse only) who will take steps to remove the hazard. In the meantime, the Person in Charge at the scene should ensure suitable notices/barriers are positioned to avoid people encountering the hazard.

2.6 Lift Failure (Powerhouse)

If the Person in Charge becomes aware that the lift is not working properly, or at all, s/he should report the matter to the Vicar, Churchwarden, HS&O or Powerhouse Centre Manager (Powerhouse only). The Person in Charge may need to lock the lift out of service to prevent it from being used. In the event that a person becomes trapped in the lift the procedure to follow is shown on a notice adjacent to the lift. The lift is inspected and serviced regularly by a competent contractor.

2.7 Gas (Church Hall)

If an escape of gas is noticed from a single appliance, the Person in Charge must switch off the defective appliance and affix a note saying: "Danger – gas escape – do not use" and report the matter to the Vicar, Churchwarden or HS&O. If it is not obvious where the gas is coming from or if switching off the appliance does not stop the escape of gas, then the Hall must be evacuated and the gas company contacted immediately. If possible, the main tap under the stage (access via the outside door at the rear of the building) should be turned off. No one should be allowed to smoke anywhere in the vicinity of the Hall. The gas water heater and wall-heaters in the Hall are inspected and serviced yearly by a contractor listed on the Gas Safe Register. Apart from adjustments specifically allowed to be made by customers, no one **unless** on this register may make any repairs, adjustments or alterations to the gas installation or to any gas appliance.



2.8 Reporting

2.8.1 The Person in Charge must ensure that all accidents to individuals (even small cuts or bruises) or injuries incurred as a result of criminal action are reported in the Accident Book. All other occurrences – defined as incidents - fire, smouldering, theft or other crime, vandalism, damage (intentional or accidental) or other loss or untoward event, near-miss, defective equipment, dangerous situations, hazards etc must be reported in the Incident Book. An Incident Book is kept in both the Powerhouse and the Hall kitchens and the Accident Book is kept in the Powerhouse kitchen.

2.8.2 The following details are required in respect of each injury or accident:

- name and address of person involved and of any witnesses (it is vital to obtain witness statements as soon as possible after the event if practicable)
- time, date and location of occurrence
- what happened (e.g. what the injured person was doing, or details of the dangerous situation being reported)
- apparent injuries (if any)
- medical/first aid treatment given (if any)
- extent of loss (with approximate value) and police crime number (where relevant)
- likely cause
- immediate action taken to prevent a recurrence.

2.8.3 The Vicar, Churchwarden, HS&O or Powerhouse Centre Manager (Powerhouse only) must also be advised as soon as practicable of any accident or incident requiring any repair or remedial work or of any injury which has required the emergency services to be called, or is likely to need reporting under the *Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995*.

2.8.4 Where glazing has been damaged or broken the churchwardens must also be advised.

2.9 Investigation

As soon as possible following an accident or incident alleged to have been caused by a defect to the fabric, equipment or other Church asset or to a lack of or failure of any process, the Vicar, Churchwarden, H&SO or Powerhouse Centre Manager (Powerhouse only) must investigate the problem and arrange rectification as quickly as possible. They must also, at regular intervals, review with the Standing Committee, all accidents and incidents to determine what (if anything) needs to be done to improve levels of safety training/awareness.



2.10 Lost Property

All property found should be handed to the Vicar, a Churchwarden, Sidesperson or Powerhouse Centre Manager (Powerhouse only) for safe keeping in the Church office and anyone seeking their lost property should speak to the Vicar or a Churchwarden or the Powerhouse Centre Manager (Powerhouse only).



2.11 Smoking

It is against the law to smoke in any enclosed premises and this includes any part of the Church/Powerhouse and Church Hall. It is an offence for St Aidan's Church or any hirer to permit smoking on the premises. Anyone smoking must be asked by any church officer present, or by the hirer or his/her representative, to desist immediately and, if the smoker refuses, he/she must be asked to leave the premises.



3. PROCEDURE FOR MANUAL HANDLING



3.1 Definition

The term "manual handling" includes lifting, carrying or putting down any load, not necessarily a heavy one. If the body has to be twisted during these actions, or if the load cannot be carried close to the body or has to be raised or lowered above shoulder height, the risks of injury are much increased.

3.2 Responsibility

The need for manual handling should be eliminated as far as possible. Where manual handling activities have to be undertaken the Vicar, Churchwarden, H&SO or Powerhouse Centre Manager (Powerhouse only) or someone else appointed by them to be the 'person in charge' must take responsibility for ensuring that the following procedure is observed.

3.3 Procedure for Simple/Routine manual handling tasks

Where tasks are simple and routine (e.g. putting away folding tables and chairs after a hall function, moving/stacking the demountable stage sections in the Church) or opening/closing the Powerhouse Lounge or West Room partitions, the person in charge must ensure that:-

- the process to be followed is understood by all, especially by those who may be new to the Church
- basic manual handling techniques are understood by all who are involved (see below)
- no one lifts or carries more than they are capable of (having regard to age, sex and build)

- pregnant ladies and children are not permitted to assist
- no more than a maximum of 4 stackable chairs at a time are carried or lifted onto/off the Hall stage (and to bear in mind that even this will be too heavy for some people)
- care is taken not to trap fingers, hands or feet under between or within heavy objects or in the mechanism of folding tables etc
- the chair trolley is used whenever possible to move chairs any distance or between buildings
- no one wearing unsuitable footwear assists
- stage sections are slid along the floor, or else carried by 2 people
- as far as possible, no other people not involved in the work (particularly young children who often make quick and unpredictable movements) are permitted to be in the vicinity
- such items as chairs, tables, stage blocks etc are stored safely and tidily so that they do not block access to power points, fire exits, escape routes or fire extinguishers and that they are not stacked so high as to be unstable or dangerous to access later.

On completion of manual handling task - The person in charge must check on completion that the manual handling task has been completed satisfactorily and that nothing has been left in an unsafe state (i.e. likely to fall over, or move, or be a hazard to anyone, especially small children).

3.4 Procedure for manual handling tasks which are not Simple, Straightforward or Routine

Where tasks are not simple, straightforward or routine, the person in charge of the work must in addition to the foregoing:

- assess what has to be done, who will be doing it and the best method of doing it to avoid injury to those taking part or to others and to avoid damage to any property
- consider the use of mechanical assistance (wheelbarrow, trolley etc) provided the risk associated with this (lifting into/out of on/off etc) is also assessed (as above)
- that all involved understand what they have to do and when, and that the commands which will be used are understood
- even whilst the task is in progress if there is any doubt or risk that it can be accomplished safely it must be halted for the time being until a revised assessment is undertaken.

3.5 Basic manual handling techniques

3.5.1 Before the event

- Stop, think, plan ahead
- Never attempt any manual handling task which is likely to be beyond you – perhaps as a result of pregnancy, a recent operation, previous back or muscle injury, age, physical build etc
- Stretch gently to warm up muscles
- Do not wear unsuitable footwear (flip-flops, stiletto heels etc will increase the risk of foot injury or overbalancing)
- Make sure there is adequate lighting
- Get assistance if obviously necessary.

3.5.2 During the event

- Stand close to load, position feet 8" – 12" (20 cm – 30 cm) apart, one foot slightly in front of the other, for maximum stability

- Test load, identify centre of gravity
- Tighten stomach muscles and tuck in chin
- Grip firmly with both hands - beware of sharp edges
- Do not slide hands along the load (risk of injury from splinters, protruding screws, nails etc)
- Do not stoop or bend - use your legs as much as possible (bending the knees during raising/lowering)
- Hold as close to body as possible
- Avoid twisting the body – raise or lower and turn as two separate steps
- Lift smoothly and gradually
- Maintain good posture (keep back straight)
- If it becomes clear that the task is beyond your capability, stop and seek assistance
- Rest as often as necessary – if working with others ensure there is adequate communication to ensure you all act together
- Ensure you can always see over the top of the load
- Watch out for obstructions, spillages etc on the floor
- Take great care going through doors or other constrictions to avoid trapped fingers or the conflicting movements of others
- Take care on slopes, stairs or other changes in levels.

4. PROCEDURE FOR WORK UNDERTAKEN BY CHURCH OFFICIALS, EMPLOYEES OR VOLUNTEERS (including cleaning)



4.1 General considerations

Where work is to be undertaken in the Church or Hall, grounds or car park, the Vicar, a Churchwarden, HS&O or Powerhouse Centre Manager (Powerhouse only) or, in their absence, someone appointed by them (known as the 'person in charge') will be responsible for the safe execution of the work.

- The work must be thought out in advance i.e. risk-assessed (and not done 'on the spur of the moment') in order that the hazards* may be assessed, and the required precautions, put into effect (* - the hazards may be, but are not limited to: manual handling; chemical; burns; slips, trips & falls (especially from heights); heat; cold; lone working; electrical)
- All the points included in the 'Process for Manual Handling' are likely to be relevant to work in this category. In addition, the following may also apply:

4.2 Litter Picking



- Gloves should be worn, or tongs used, to avoid risk of injury from sharp metal or glass fragments
- Particular care must be taken to avoid injury from discarded syringes
- Sharp or dangerous objects must be disposed of separately, clearly and appropriately marked, e.g. "broken glass etc" and not mixed with the general rubbish
- Those working in or near the car park or a roadway should beware of moving vehicles.

4.3 Cleaning/Painting etc



- Cleaning materials, chemicals etc must be stored in a locked cupboard or in a room which is always kept locked to avoid any risk to children



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- Flammable liquids must be stored as directed on the label and never in close proximity to a heat source
- Labels on bottles, cans and other containers should be carefully read, **before** using the substance inside, and the instructions followed to the letter – **chemicals must never be mixed** unless instructions on the containers specifically require this
- Where labels state "skin contact is to be avoided" the person in charge must ensure that suitable gloves, or eye protection is worn as appropriate (e.g. where washing, rubbing down or painting overhead)
- Where there is a danger from fumes, work should be done outside or with windows open and no naked flames allowed near flammable chemicals
- In case of spillage, or contact with skin, eyes, etc, the instructions on the container must be followed.
- The H&SO will maintain a register of all hazardous substances kept on the premises but this will require anyone bringing such substances onto the premises to advise the H&SO as soon as practicable.



4.4

Using Ladders or Working at Heights

- Ladders may only be used when the use of other equipment would be impracticable and then only for works of short duration: they should be regarded primarily as a means of access rather than a working platform.
- Ladders should only be used by those who are confident to use them.
- Before use, ladders must be checked for cracked/broken rungs or sides or other damage and also that step ladders cannot open beyond their normal safe angle – if in any doubt, the ladder must NOT be used and it should be marked "Defective - Do Not Use" and a report made to the Vicar, a Churchwarden, Powerhouse Centre Manager (Powerhouse only) or H&SO.
- Two or more people may be needed to erect or take down tall or heavy ladders.
- Ladders leant against a wall must be at an angle of 75° to the ground (at least one foot [25 cm] away from the wall for every 4 feet [1 m] up the wall).
- Care must be taken on rough or uneven ground to set up ladders so that they are perpendicular to the wall and cannot slip.
- Ladders should be secured so that they cannot move – where this is not possible, someone else must 'foot' the ladder whilst anyone is on them.
- Work on flat roofs should not involve having to stand near the edge and face away from the edge at the same time.
- When climbing onto flat roofs etc, the ladder must project above the parapet by at least 1 metre to allow an adequate handhold when ascending or descending.
- When on a ladder one hand must always be free to grasp the ladder for support and enough of the ladder must extend beyond the rung on which the feet stand to provide a suitable handhold unless other safe handholds are available to prevent overbalancing.
- Those using ladders must wear stout shoes or boots.
- Ladders should not be used outdoors when the weather is wet or windy.
- Those ascending or descending a ladder must -
 - always face the ladder and keep the body centred between the stiles
 - keep both hands free to hold the ladder (carry tools etc in a shoulder bag or on a tool belt)
- Those working from a ladder must -

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- always face the ladder and keep the body centred between the stiles;
- never over-reach too far forwards or sideways and must always keep both feet on the ladder
- always keep one hand on the ladder
- never stand on the top platform or on the topmost rungs where the ladder cannot be grasped below waist height

4.5 Drain/Gutter/Pipe/Soakaway cleaning

- In view of the likely contents, rubber gloves must always be worn.



4.6 Fire awareness

Those working in the Church or the Hall must be reminded, in particular, about

- keeping fire exits and escape routes clear at all times
- what to do in the event of fire
- the location of fire extinguishers and means of calling the fire brigade
- in the event of fire, leaving the building & calling the fire brigade
- not taking any personal risks.



Where work is being undertaken which blocks or constricts a fire exit or escape route no other activity should take place in the building at the same time.

4.7 Personal Protective Equipment, Power Tools



Depending on the work being undertaken, the person in charge must arrange for volunteers to bring their own gloves, eye protection etc or provide this on site. Where individuals bring their own power tools on to the premises, they will be deemed to know how to operate them safely so as to avoid danger to themselves or others. They should not lend them to others to use unless satisfied that the other person can use them safely.

4.8 Gardening

- Gloves should be worn especially when pruning or when likely to be scratched
- Care should be taken when using long-handled tools if others are in the vicinity
- Where powered equipment (strimmers, lawnmowers etc) are used, gloves, eye-protection (and ear protection where necessary) must be worn, other people must be kept clear. The user must be accustomed to the tool to be used and must be completely familiar with, and comply with, all the safety precautions which must be complied with for that tool and that operation.
- Any existing cuts or abrasions on hands or other exposed parts of the body should be covered
- Medical advice must be sought for any cut unless an individual's tetanus inoculations are up to date.



4.9 Lone working in Church, Powerhouse or Hall



4.9.1

Lone working should be avoided wherever possible. However, working alone, or in the company of just one or two others, is likely to be inevitable from time to time. Hazards from intruders etc, have to be balanced against the need to be able to leave the building quickly should the need arise and the need for rescuers, where necessary, to enter the building quickly and easily. Lone workers should, have access to a telephone or a mobile telephone with which to summon help.

4.9.2

Those working completely alone must advise the Vicar or a Churchwarden or the Powerhouse Centre Manager (Powerhouse only) (or another responsible person) where they will be and for roughly how long, and later they must tell them when they have finished their work and have left the building. Whoever is so advised should make enquiry once the stated time has been exceeded.

4.9.3

If someone is trying to gain admission, lone workers must ensure they know the person, and their business, before admitting them. If in doubt, they should never open the door to someone they do not know or who cannot prove his/her official identity *and* give a valid reason for seeking entrance.

4.9.4 a

Church & Powerhouse

- Lock the main door from the outside before closing the door behind you and ensure the other doors are locked.
- Never use the lift unless you are carrying a mobile phone to summon help should the lift stop between floors.
- Use the whiteboard to advise anyone else coming in of your presence.

4.9.4 b

Hall

- Ensure that the main door cannot be opened from outside except by using a key and ensure the other doors are locked.

4.10

Children

4.10.1

Inevitably, although it is not to be encouraged, helpers may sometimes bring children along. Those who bring children must be advised that they are totally responsible for their safety.

4.10.2

It is important that children should, as far as possible, be able to assist if they wish and are capable, within the limits of their ability and understanding. They should be clearly told where they may and may not go and what they may or may not do.

4.10.3

Under no circumstances may children be allowed to climb or play underneath ladders or touch or use any electrical equipment or tool or be allowed to play where work is being undertaken where there could be a risk of danger to themselves or to others. Those under 18 must not use any power-operated tool.

4.10.4

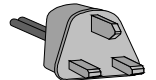
Young children, who have a less well-developed sense of danger, must ALWAYS be within sight of a responsible adult.

4.10.5

The Church's Child Protection Policy, of course, applies.

5.

PROCEDURE FOR ELECTRICAL EQUIPMENT



- 5.1 Testing**
All portable electrical equipment (i.e. equipment which plugs into a socket outlet) which is owned by the Church must be recorded in a book held by the H&SO and be tested for electrical safety by a qualified person at least every 5 years. The fixed electrical installations in the Church/Powerhouse and Hall, and the Church lightning conductor, should be inspected and tested every 5 years by a competent contractor.
- 5.2 Use**
On every occasion when portable electrical equipment is used, it must be examined by eye by the user to ensure that the cable is securely attached to the equipment and to the plug; that the cable is not damaged or frayed and that no bare conductors are visible. Electrical equipment should be switched off and the plug removed from the socket when it is not likely to be used for long periods.
- 5.3 Defects**
In the event of any defect being found, or if any electric equipment malfunctions or is suspected of being dangerous, it must be switched off at the socket outlet, unplugged and a label placed prominently on the equipment saying: "Defective - Do Not Use" and further guidance sought from the Vicar, Churchwarden, HS&O or Powerhouse Centre Manager (Powerhouse only) as soon as possible.
- 5.4 Movement**
Equipment should never be pulled along by the cable and should only be plugged in and unplugged with the socket switch (if provided) in the 'off' position.
- 5.5 Fuses**
If it is suspected that a fuse has blown in a plug, it may be replaced but only by one of the correct amperage. If the replacement fuse also blows, the equipment must be treated as defective (see 5.3 above).
- 5.6 Plugs**
Where a plug needs to be fitted to any electrical equipment, the work must be done by a person competent to do so.
- 5.7 Changing light bulbs/heater elements etc**
Before this work starts, the appropriate circuits must be switched off and steps taken to ensure they are not accidentally switched on before work has been completed. Bulbs being removed may well be very hot and should therefore be grasped with gloves or a dry cloth.
- 5.8 Extension Cables**
Multi-way plugs must not be used. Multi-socket extension cables may be used providing care is taken to ensure that the current which will be drawn by all the equipment connected to it is no greater than the capacity of the wall/floor socket outlet to which it is connected.

- 5.9 Other people's Equipment**
a) Where electrical equipment belonging to others is brought in to be used in the Church's buildings or grounds, the Vicar, Churchwarden, H&SO or Powerhouse Centre Manager (Powerhouse only) must inspect it and satisfy themselves that there are no obvious defects and that its electrical capacity is unlikely to cause damage or overheating to circuitry or switchgear.
b) Second-hand mains electrical equipment will not be accepted or offered for sale at any church event.

- 5.10 Tripping Hazard**
Care must always be taken to ensure that cables run across the floor temporarily are not a trip hazard – they must be properly taped down or protected with a physical barrier to prevent tripping.

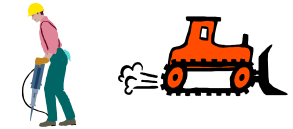
6. PROCEDURES FOR ACTIVITIES OTHER THAN ON ST AIDAN'S PROPERTY



- 6.1 Responsibility**
When an activity is being arranged away from St Aidan's property – this could be at the Christopher Centre, Vicarage Garden or in any other private or public place (other than an activity being arranged by a specific group with its own safety policy and procedures (e.g. Nursery School – which will operate within its own rules) the Vicar, Churchwarden or H&SO will be responsible for ensuring that all health and safety aspects of the activity, including any group travel to & from the venue, are fully taken into account and a proper risk assessment undertaken. They will appoint a person responsible ('person in charge') for the safety of the activity.

- 6.2 During the activity**
The person in charge must, during the activity and travel to and from the venue(s), ensure that all precautions previously agreed are followed, that other precautions found to be necessary are applied immediately the need for them becomes apparent and that no changes of plan are made which could compromise safety.

7. PROCEDURE FOR HAVING MAINTENANCE WORK UNDERTAKEN BY CONTRACTORS



- Before work starts the Vicar, Churchwarden or H&SO must inspect the contractor's health and safety policy, and Public & Employers' Liability Insurance documents and make a note that they have done so and ensure that the contractor is aware of St Aidan's health and safety requirements and that the way in which the work is to be done will not cause a hazard to anyone, including passers-by or be an unreasonable nuisance to neighbours. External ladders and scaffolding will need to be secured so as to prevent unauthorised use, especially by children or thieves, and possible consequential injury or theft.

New works or major renovations are outside the scope of this document as many additional requirements are imposed both in the planning and execution phases of work.

8. CHILD PROTECTION POLICY

Forms part of the Church/Powerhouse/Hall Hire Conditions

8.1 In accordance with Diocesan Policy and Practice on Child Protection St Aidan's have adopted this policy and the current signed policy (2011) is posted in the Church and Hall and states the name, address and telephone number of the Parish Children's Representative. A copy is reproduced below:

- 8.2
- As the people of the Church of God, we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the Church community, of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children and young people. The PCC and parish therefore commits itself to providing a safe and creative environment for all its work with children and young people.
 - As Christians, we recognise that God requires us to foster relationships of the uttermost integrity, truthfulness and trustworthiness. Those who work for the Church in either a paid or voluntary capacity need to exercise the greatest care in their use of power. They must avoid taking advantage of trust.
 - The highest standards will be maintained in all the Church's contacts with children and young people and adult volunteers will be given appropriate support and opportunities for training.
 - The intention of the Children Act 1989, that the welfare of the child is paramount, is fully accepted.
 - The exploitation of any relationship for self gratification will not be tolerated and allegations of child abuse will be taken seriously.
 - This parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
 - This parish will seek to implement the Diocesan Policy and Practice found in "The Protection of Children" revised 2005.
 - The Parochial Church Council of this parish acknowledges its responsibility for all work with children and young people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with current good practice and guidelines issued through the Diocese of Rochester.
 - The name of the current Parish Children's Representative is displayed on notice boards.

9. EMERGENCY PROCEDURE FOR THE CHURCH & POWERHOUSE

Forms part of the Church/Powerhouse Hire Conditions

9.1 DEFINITIONS

9.1.1 PERSON IN CHARGE

This person is responsible for safety and emergency evacuation whilst the building is open.

9.1.1a **Before, during or after a Service of Worship -**



9.1.1b

the Person in Charge will normally be the Incumbent, or, in his absence, the Curate, i.e. the person taking the Service, but **not** a visiting minister; otherwise a Churchwarden or PCC member.

When the building is being used for any other purpose, including activities in the Powerhouse -

The Person in Charge will be the Powerhouse Centre Manager, if in the building, otherwise the person responsible for any activity being carried out at the time.

Note: This may result in there being two, or possibly more, Persons in Charge in different parts of the building at the same time. Where this happens, each must be aware of the other Person(s) in Charge, ensure that each is/are made aware of an emergency situation and of any need to evacuate the building but being particularly responsible for the safe evacuation from the building of the people for whom s/he is the Person in Charge.

9.1.2

ACTIVITY MANAGER

This is the person responsible for any activity being undertaken e.g. MU or JAM Leader, First Byte Supervisor, 'Drop In' Leader, Adult Education Class Leader, meeting Chairman etc. (This list is intended to be indicative and not exhaustive).

9.2

FIRE

9.2.1

If a smoke/heat detector sounds, the Person in Charge must investigate. If any door feels hot to the touch, it should NOT be opened to investigate further – opening the door could cause a flashover with devastating consequences for those nearby and it will certainly speed the rate at which the fire grows. However, if no trace of fire can be found in or around the area covered by the detector, or if it is obvious that the situation which gave rise to the detector sounding was temporary and no longer exists (e.g. burnt toast), the detector equipment should be reset (if necessary). If the detector equipment cannot be reset, or if it sounds more than three times without any obvious cause, then the engineer must be asked to attend. In no circumstances whatever is a detector to be covered or rendered inoperative.

9.2.2

If fire, or smoke, is noticed, the person who has seen the fire/smoke must give the signal* to evacuate the building. (Where fire/smoke has been observed as a result of investigation of a heat/smoke detector sounding, this person will probably be the Person in Charge).

(* - As the building is not fitted with fire alarm call points, the evacuation signal will need to be a loud announcement such as: **"There is an emergency – leave at once by the nearest available exit and assemble outside in front of the Church Hall – please move quietly and quickly."** The word "Fire" could cause panic and its use is therefore inadvisable.

9.2.3

On giving, or hearing, the signal to evacuate made by someone else, the Person in Charge must then start the evacuation process.

9.2.4

Anyone who has been trained to do so may, but only if it is safe to do so, attempt to extinguish the fire or source of smoke, using the appropriate extinguisher. Those doing so must ensure that a means of escape is always available to them. If the fire/smoke source is not extinguished after one extinguisher has been used, it is unlikely that further extinguishers will be any more effective and those engaged in the firefighting must leave with other evacuees. (The presence of extinguishers does not require the occupants of a building to put themselves at risk by using them and it should be remembered that one of the reasons for having them is so that they are available for use by the Fire Brigade on their arrival to keep the fire at bay until their main firefighting equipment can be deployed).

9.3 EVACUATION OF MOBILITY IMPAIRED PERSONS FROM THE UPPER FLOOR

9.3.1 The fact that a mobility-impaired person is on the premises should be made known to the Person in Charge before the onset of any emergency.

9.3.2 **The lift must NOT be used during a fire evacuation.**

9.3.3 The Person in Charge must consider the options available and act with a view to evacuating safely the largest number of people whilst having regard to his/her own safety. If it is possible to try to assist wheelchair user(s) down the stairs (without the chair(s)) this should be done after others have evacuated, so as not to impede the main flow of evacuees. If this is not possible, the mobility-impaired person(s) should be positioned in the protected lobby at the top of the stairs and the Fire Brigade informed of their whereabouts on their arrival. The Fire Brigade will then evacuate them.

9.4 EMERGENCY EVACUATION

9.4.1 BEFORE, DURING OR AFTER A SERVICE OF WORSHIP -

Those responsible for the evacuation of the building are:

9.4.1a **The Person in Charge** who will control and direct oversight of the evacuation.

9.4.1b **Activity Managers** who must ensure the safe evacuation of those for whom they are responsible once made aware of an emergency. If an emergency situation originates in an area other than the worship area of the building, the responsible Activity Manager must, in addition, ensure that the Person in Charge, and any other Activity Manager on the other side of the screen leading to the Lounge and remainder of the Powerhouse area, is immediately made aware of the emergency and of the need to evacuate. They should liaise with the Churchwardens at the assembly point.

9.4.1c **Churchwardens** – who will (singly or together, depending on circumstances)

- immediately contact the Fire Brigade using the telephone in the Office where possible, otherwise using the public telephone in Valley Drive, or by using a mobile telephone stating: **“Fire at St Aidan’s Church, St Aidan’s Way, Gravesend.”**
- check that anyone in the Office has evacuated
- at the assembly point, liaise with others assisting in the evacuation to ensure that all areas have been searched, or to establish which areas have not been searched. (There are checklists in the desk drawers in the Church Office and in the Vicar’s Vestry which can be used to record who has searched each area). Then meet the Fire Brigade and advise them of the position. This will be **a)** that the building is clear of people; or **b)** that named areas have not be searched and/or that certain persons are known or thought to be missing or trapped.

9.4.1d **PCC members not acting in any other capacity** – will

- assist in encouraging people to leave quickly but without panic
- agree amongst themselves who will immediately tell anyone on the upper floor that they need to evacuate if they are, as yet, unaware of the need to do so
- if the main exit (near the font) is impassable, direct evacuees to leave via the Powerhouse exit and/or, Vicar’s Vestry (if the former, the door between the worship area and the Lounge will need to be unlocked but this should already have been done to allow worshippers access to the toilets etc)
- give particular assistance to the elderly or infirm, or wheelchair users, or those with other infirmities
- before leaving themselves, check that no one is left behind in the main body of the Church, the Kitchen, Toilet, Disabled Toilet, Lounge, West Room, Staircase, Lobbies, and on the upper floor, Disabled Lift, Computer Room and Balcony and that no one is trapped in the Disabled Lift. Those present should divide these duties among them wherever possible

- if time permits, but without delaying their own evacuation of the building, close windows and doors, extinguish candles and switch off all electrical equipment, heating, computers, organ, loudspeakers, kitchen appliances etc (but not lighting)
- if the Powerhouse exit has been used, one person should remain outside in the vicinity of this exit (but away from any possible danger) to warn people not to enter whilst the emergency continues
- take charge of people who will have assembled outside the front of the Church Hall
- liaise with the Churchwardens at the assembly point
- when advised by the Fire Brigade that it is safe to do so, permit evacuees to re-enter the building: otherwise, ask them to disperse.

9.4.1e **Adult Choristers (if any, otherwise Churchwardens and any PCC members not acting in any other capacity)** – who will

- open both leaves of the inner and outer doors to the Vicar’s Vestry
 - assist evacuees to leave safely, helping the infirm or disabled over the door thresholds and down the outside steps and across the car park to the front of the Church Hall
 - check that anyone in the Vicar’s Vestry has evacuated
 - once evacuation is complete, close both sets of doors to reduce spread of fire
 - one person should remain outside in the vicinity of this exit (but away from any possible danger) to warn people not to enter whilst the emergency continues.
 - liaise with the Churchwardens at the assembly point
- (NB In view of the high door thresholds and the outside steps the Vicar’s Vestry exit should not be used by those who are severely mobility-impaired, or who are wheelchair users, except where absolutely unavoidable).**

9.4.1f **Duty Sidespeople** – who will (singly or together, depending on circumstances)

- open both leaves of the vestibule and outer Church exit doors
- once evacuation is complete, close vestibule and main doors to reduce spread of fire and one Sidesperson should assist in helping evacuees across the car park to the front of the Church Hall
- one Sidesperson should remain outside in the vicinity of this exit (but away from any possible danger) to warn people not to enter whilst the emergency continues
- liaise with the Churchwardens at the assembly point.

9.4.2 WHEN THE BUILDING IS BEING USED OTHER THAN FOR A SERVICE OF WORSHIP, INCLUDING POWERHOUSE ACTIVITIES

This includes any combination of the Office, Kitchen, Lounge, West Room or upper floor (Computer Room, Balcony). Although the number of people to be evacuated is likely to be far fewer than for a worship area evacuation, it is likely that the evacuees may be less familiar with the layout of the building or with the procedure to follow. If there are two or more distinct activities taking place in this area, it may be the case that there will be more than one Person in Charge – responsibilities should be agreed between the Activity Leaders at the start of occupation of the premises.

9.4.2a The **Person in Charge** will control and direct oversight of the evacuation. S/he may -

- may co-opt other responsible people to help, provided it is safe to do so and they are agreeable. The Person in Charge must give very simple, concise instructions (e.g. “Check the Kitchen and both toilets and then leave”)
- must ensure that all in the building, on both floors and including the worship area, the Office and Vicar’s Vestry, have been made aware of the emergency and that people are evacuating quickly and calmly
- immediately contact the Fire Brigade using the telephone in the church office or computer room, or the public telephone in Valley Drive, or by using a mobile telephone stating: **“Fire at St Aidan’s Church, St Aidan’s Way, Gravesend.”**

The normal evacuation route will be through the Powerhouse lobby and Powerhouse main entrance door. In the event that this route cannot be used, the evacuation must be via the Lounge and Worship area and Church main entrance, or via the Vicar's Vestry entrance. Some people may need assistance over the door thresholds and down the outside steps.

(NB In view of the high door thresholds and the outside steps the Vicar's Vestry exit should not be used by those who are severely mobility-impaired, or who are wheelchair users, except where absolutely unavoidable).

9.4.2b The Person in Charge should, before leaving, check that no one is left behind in the worship area of the Church, Vicar's Vestry, Office, Lounge, West Room, Kitchen, both toilets and the Disabled Lift, Computer Room and Balcony.

9.4.2c As each area is cleared of evacuees, the Person in Charge must, if s/he can do so safely and without delaying his/her own departure, ensure that windows and doors are closed and that all electrical equipment, heating, computers, kitchen appliances etc (but not lighting) is switched off.

9.4.2d Once evacuation is complete, the Person in Charge will assist in helping evacuees across the car park to the front of the Church Hall.

9.4.2e The Person in Charge must also

- endeavour to post responsible people outside in the vicinity of any unlocked outer doors to warn anyone not to enter whilst the emergency continues
- meet the Fire Brigade on arrival and advise them of any persons who may be still in the building, and where they are, and of any room/areas etc which they have not been able to verify were clear of people. (Those engaged assisting with the Person in charge may need to confer together and with the Person in Charge once outside the building).
- take charge of people who will have assembled outside the front of the Church Hall
- when advised by the Fire Brigade that it is safe to do so, permit evacuees to re-enter the building: otherwise ask them to disperse.

9.4.3 WHEN THE BUILDING IS BEING USED FOR A SERVICE OF WORSHIP AND, ALSO, INDEPENDENTLY, BY ANOTHER ORGANISATION

9.4.3a The procedure in 9.4.1 (above) will apply unless a separate Person in Charge has been appointed for the 'other' activity(ies), in which case, that Person in Charge will follow the procedure in 9.4.2. Where there are two Persons in Charge, they may need to liaise with each other during the evacuation process to avoid overlapping or omitting duties.

9.5 BEFORE THE BUILDING IS OPENED TO THE PUBLIC

9.5.1 For a Service of Worship the Person in Charge must:

9.5.1a check that all doors likely to be used in an emergency evacuation operate freely and that the door between the worship area and the Lounge is unlocked.

9.5.1b ensure that nothing is placed in such a position, even temporarily during a Service, (e.g. visual aids, staging, projectors, screens etc) which could impede evacuation.

9.5.1c Additionally, for Services such as baptisms, weddings, funerals, Schools' Services, it should be borne in mind that many people present will be strangers and unaware of the building's layout. There may be few in the congregation who would be able to assist in the event of any emergency. The Person in Charge should, therefore, at the start of each Service briefly explain where the alternative exits are in the event that they should need to be used and, where large numbers of children are present (e.g. Brownie or Schools Services) the alternative exits and position of fire extinguishers and the emergency evacuation procedure should be explained to Teachers/Leaders/Helpers and their assistance sought if there is a need to evacuate.

9.5.2 For any use of the Powerhouse (i.e. behind the worship area/lounge screen and on the upper floor) the Person in Charge must:

a) check that all doors likely to be used in an emergency evacuation operate freely

b) check that the disabled lift is available for use

c) ensure that nothing is placed in such a position, even temporarily, which could impede evacuation and that nothing flammable is left under the staircase or in the stairwell area

d) ensure that each person on the premises understands what to do in the event of fire – this may be achieved by requesting group leaders to pass this information to those under their control and instructing them to read the 'pink' emergency posters.

9.6 WHEN CLOSING AND LEAVING THE BUILDING

9.6.1 Before leaving the building, the Person in Charge must ensure that all windows are closed, all doors required to be locked are locked and that all fire doors are closed and have not been wedged open; all heaters, loudspeakers, organ (where appropriate) and every electrical appliance, including those in the kitchen and the hot water boilers are switched off and that candles have been extinguished (where alight) and, where directed, that the intruder alarm is set, and that the outer doors are firmly secured and locked.

10. CHURCH/POWERHOUSE HIRE RULES & REGULATIONS

Forms part of the Church/Powerhouse Hire Conditions



NB. The Powerhouse Centre Manager acts on a day to day basis with the authority of the PCC of St Aidan's Church. In the event of any dispute, the hirer may appeal to the PCC, whose decision shall be final. Church Groups using the Church/Powerhouse are also covered by this section.

10.1 The Hirer

10.1.1 For any Church-organised function in the Church/Powerhouse the Vicar or Powerhouse Centre Manager must appoint a person ("person in charge") who will be in charge of the function including safety during the hire or function. Organisations such as the Mothers' Union and the Nursery School will make their own arrangements in this respect. Church groups using the Church/Powerhouse are also covered by this section.

- 10.1.2** For all other hires, the named hirer is deemed to be the “person in charge” for all matters, including safety, unless s/he delegates this to another person. The “hirer” shall be the person signing the application (and any person or organisation on whose behalf the application is made) all of whom shall be jointly and severally liable. The benefit of the Agreement signed by the hirer is personal to the hirer and may not be passed to a third party. The hirer shall not assign or transfer (in whole or in part) the benefit of a booking and the Church/Powerhouse or any part of it may not be used by any person or organisation other than the hirer or the organisation s/he represents.
- 10.1.3** The person in charge shall be present during the whole of the hire period during which s/he shall be responsible for the supervision of the Church/Powerhouse, the fabric and its contents, their care, safety from damage however slight, or change of any sort and the behaviour of all those using the Church/Powerhouse whatever their capacity including proper supervision of car parking so as to avoid obstruction of the footway or carriageway in the vicinity of the Church/Powerhouse building.
- 10.2 Booking**
- 10.2.1** The PCC reserves the absolute right to refuse a booking and shall not be required to give a reason.
- 10.2.2** The hirer must pay a deposit at time of booking (normally ⅓ of the total cost) or, at the latest, once the booking has been accepted and confirmed. Regular users may also be asked for a deposit. After the period of hire, the deposit will be returned to the hirer less the amount of any unpaid fees and/or any compensation for damage or breach of the conditions of hire.
- 10.2.3** The PCC or the hirer can cancel the booking not less than seven days before the booking date. For regular hires, two months’ notice may be given by either party. Full refund of all deposits and fees paid will be made in the event of cancellation by the PCC except in the case of misrepresentation or breach of any of these rules or regulations by the hirer.
- 10.2.4** If the hirer wishes to cancel the booking after these times, and the PCC is unable to obtain a replacement booking, the repayment of any or all of the deposit shall be at the discretion of the PCC.
- 10.2.5** Hire charges are normally reviewed annually and three months’ notice will be given of any alterations to charges.
- 10.2.6** Before the hire agreement is signed, the hirer shall state the purpose of the period of hire and the PCC reserves the right to refuse a proposed booking if the proposed use would be unlawful, or inimical to the Church of England or would be in any way deemed unsuitable, as determined by the Vicar or PCC at his/her/their absolute discretion. This condition would not exclude use of the Church/Powerhouse by those of other faiths provided the purpose of hire is properly explained at the time of booking. If it comes to the Vicar’s or the PCC’s attention during the Hire period that the Church/Powerhouse is being used contrary to the above, then the Vicar, Powerhouse Centre Manager, or PCC, at his/her/their absolute discretion, can bring the hire period to an end immediately without refund for any unused time.
- 10.2.7** Sunday bookings will normally be only for Church activities unless an exception is made by the PCC.
- 10.2.8** The capacity of the Church/Powerhouse is **12** (computer suite), **24** (West Room) **30** (Lounge) and the hirer shall ensure that this number is not exceeded.
- 10.2.9** The PCC reserves to itself the right to use the Church/Powerhouse whenever it deems necessary. Reasonable notice of at least four weeks’ notice shall be given to the hirer and the PCC shall be under no further obligation to the hirer.

- 10.2.10** The balance of any fee shall be paid to the Vicar or Powerhouse Centre Manager not less than seven days before the hire date. In the case of regular hirers, the fee paid will be in respect of the coming month, or quarter, or term, as agreed.
- 10.2.11** Payments shall be in sterling, in cash or by cheque, made out to ‘St Aidan’s Church PCC’. Other forms of payment can be accepted only by prior agreement.
- 10.2.12** On being requested to do so by the PCC, the hirer shall pay to the PCC any sums incurred by the PCC as a result of:
- * the period of hire overrunning;
 - * failure to comply with any of the Church/Powerhouse Hire Regulations, or
 - * the need to remedy damage caused to the Church/Powerhouse during the period of hire by the hirer or those attending the function for which the Church/Powerhouse was hired.
- 10.2.13** Interest at the Law Society’s interest rate shall be payable by the hirer when any payment is more than 14 days overdue.
- 10.3 During the Hire**
- 10.3.1** The hirer undertakes to observe all the Church/Powerhouse Hire Rules & Regulations and to ensure that those attending the function do likewise.
- 10.3.2** All functions must end and the Church/Powerhouse left **clean** and **tidy**, with water, heating and all electrical appliances and lighting switched off, anything moved by the hirer properly replaced, all property and rubbish of the hirer and those attending the function removed and the building securely locked **by the end of the hire period**. Hirers must allow for this when estimating the length of the hire period. Additional charges may be payable by the hirer in default.
- 10.3.3** All property of the hirer or of any person attending the function must be removed by the end of the hire period. Any perishable items left will be disposed of immediately. Items which appear to be individuals’ lost property will be kept for two weeks before being disposed of. Any other property left will be stored and charged for or disposed of at the PCC’s discretion.
- 10.3.4** The hirer shall not allow anything onto the premises which could endanger those present, or the fabric or structure, or render invalid St Aidan’s Church insurance policy.
- 10.3.5** The PCC shall not be liable to the hirer for any resulting loss or damage whatsoever if the hirer breaches any legislation or restriction imposed by the PCC whether stated as part of these conditions or otherwise conveyed to the hirer in writing.
- 10.3.6** The hirer must be at least 18 years of age and shall accept responsibility for being in charge of the function at the Church/Powerhouse for which the building has been hired at all times when the public, or others attending the function, are present or likely to be so and for ensuring that all hire conditions and legal requirements are complied with. The hirer may use the services of another competent person (the ‘person in charge’) who shall also be over the age of 18 and shall have been fully instructed by the hirer. The ultimate responsibility, however, for the conduct of the function during the period of hire remains with the hirer.
- 10.3.7** The hirer shall indemnify the PCC for the cost of any damage done to any part of the Church/Powerhouse including the curtilage thereof or the contents of the premises which may occur before, during or after the hire period as a result of the hire.
- 10.3.8** The hirer shall ensure that all relevant legislation is complied with including that covering Child Protection, Race Relations, Sex Discrimination and Disability Discrimination.

- 10.3.9** The PCC will ensure that it has the appropriate level of insurance necessary to cover claims of negligence on the PCC's part but does not warrant that the Church/Powerhouse is fit either legally or physically for the hirer's use. The PCC, its officers, agents and servants shall not be liable to the hirer or to any person using, entering or leaving the Church/Powerhouse for personal injury or for damage to, loss or theft of, howsoever caused, any property brought into the Church/Powerhouse.
- 10.3.10** The hirer is responsible for taking out his/her own insurance to cover the activities for which the Church/Powerhouse may be used. The hirer shall indemnify the PCC, its officers, agents and servants against all claims made by, and liability to, any person in respect of damage, loss or theft of, howsoever caused, any property brought into the Church/Powerhouse and shall be responsible for making arrangements to insure against any third party claims which may be made against him/her or the organisation which they represent whilst using the Church/Powerhouse.
- 10.3.11** The hirer is responsible for the proper conduct of everyone using the Church/Powerhouse during the function and shall do his/her best to prevent anyone causing annoyance or inconvenience to others, whether in other parts of the Church/Powerhouse building, or outside it. The hirer must keep noise to a reasonable level having regard to the close proximity of residents. Where live or recorded music is played, the main doors, and windows must be kept closed to avoid noise nuisance to the nearby residents, especially at night. The hirer shall also ensure that the minimum of noise is made by those arriving at, and leaving the Church/Powerhouse. The PCC may stop any function which is not properly conducted without refund for any unused time.
- 10.3.12** No function involving danger to those present or to passers-by shall be held.
- 10.3.13** No highly flammable or other dangerous substances or articles shall be brought into or used in any part of the Church/Powerhouse. Internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are not to be erected without the PCC's consent in writing. If electrical appliances are brought into the Church/Powerhouse, then the hirer must ensure that they are safe and in good working order and used in a safe manner. No heating appliances, whether electrically operated or not, shall be brought into the Church/Powerhouse or be used without the written consent of the PCC. No appliance fuelled by gas of any description shall be brought into or used in the Church/Powerhouse.
- 10.3.14** The hirer is responsible for the proper conduct of children attending the function and shall do his/her best to prevent any child making an excessive noise or causing annoyance or inconvenience to others, including those outside the immediate vicinity of the Church building.
- 10.3.15** The hirer shall ensure that no animals, including birds, except guide/hearing "assistance" dogs are brought into the Church/Powerhouse other than for a special function agreed in writing by the PCC.
- 10.3.16** The Church/Powerhouse may not be used for the **sale** of alcohol.
- 10.3.17** Smoking is not permitted in any part of the Church/Powerhouse at any time.

- 10.3.18** The Church/Powerhouse does **not** hold a Premises Licence from Gravesham Borough Council. If a function is planned by the hirer which will require an occasional licence to be sought by the PCC, then sufficient time must be allowed for the PCC to make such an application. In the event that such a licence application is rejected, or the licence is not received for any reason, the planned function cannot take place and the deposit and any fees paid will not normally be refundable. A copy of any such occasional Premises Licence received for the function shall be given to the hirer who shall make him/herself aware of its conditions and restrictions and comply with them especially in connection with functions involving alcohol, dancing, singing, or other use of music. The hirer is responsible for obtaining a licence from the Performing Rights Society to cover the playing of live or recorded music which may be subject to copyright restrictions. (St Aidan's Church licence only covers Church groups). The hirer shall compensate the PCC, if necessary, for any infringement of copyright law.
- 10.3.19** The hirer shall comply with any conditions and regulations made by the local authority in respect of the function for which the Church/Powerhouse has been hired additional to those already contained in any occasional Premises Licence.
- 10.3.20** All advertisements and publicity for functions held in the Church/Powerhouse must clearly state the hirer's name and, if any, the organisation s/he represents.
- 10.3.21** The hirer shall not carry out or permit flyposting or any other form of unauthorised advertising for any function taking place at the Church/Powerhouse. Failure to observe this condition may lead to prosecution of the hirer by the local authority.
- 10.3.22** The hirer shall, if selling goods in the Church/Powerhouse comply with Fair Trading legislation and with any code of practice in connection with such sales. The holding of any function which could be construed as a 'mock auction' is strictly forbidden.
- 10.3.23** The hirer must ensure that those handling or preparing food follow the Kitchen Rules.
- 10.3.24** No nails, screws, bolts or similar may be driven into the walls or fixtures of the Church/Powerhouse and no equipment, furniture or any other structures or decorative lighting, posters, placards or notices may be taken into the Church/Powerhouse or placed or displayed outside without the prior written consent of the PCC.
- 10.3.25** The hirer shall report to the Powerhouse Centre Manager, Vicar or PCC as soon as possible any accident involving injury to those using the Church/Powerhouse. Details shall also be entered in the Incident Book kept in the kitchen. Any failure of equipment, whether brought in by the hirer or the property of St Aidan's Church shall also be reported in the Incident Book and, additionally, failure of equipment the property of St Aidan's Church shall be reported as soon as possible afterwards to the Vicar or Powerhouse Centre Manager (Powerhouse only). Accidents subject to RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) must also be reported using the forms in the statutory Accident Book provided, one copy of which should be retained by the hirer, one given to the Vicar or Powerhouse Centre Manager (Powerhouse only) and the original sent to Gravesham Borough Council.
- 10.3.26** The hirer is responsible for any damage done to the Church/Powerhouse or to any fixtures or fittings or other contents or articles in it during the period of hire regardless of who amongst those present may actually have caused the damage. Details of all damage, breakages etc must be entered by the hirer in the incident book kept in the kitchen and any damage of a serious nature also reported to the Vicar or Powerhouse Centre Manager (Powerhouse only) as soon as possible afterwards.
- 10.3.27** The hirer shall bring all necessary items of food refreshment and washing up and drying materials unless prior arrangement has been made to use supplies in the kitchen.

- 10.3.28** The premises are equipped with cutlery, cups, saucers and plates to cater for 100 people. The Church/Powerhouse must be cleaned and all crockery, cutlery and similar items washed up, dried and put away (with crockery etc stacked so that it cannot fall) over and all tables, chairs and other furniture returned to their normal places by the end of the hire period. Any breakages must be reported to the Vicar or Powerhouse Centre Manager and replaced or paid for.
- 10.3.29** It is the hirer's responsibility to remove all rubbish from the Church/Powerhouse and to remove any litter from the vicinity of the Church/Powerhouse which users of the Church/Powerhouse may have left. In default, the PCC will arrange for this task to be undertaken and the hirer charged accordingly.
- 10.3.30** All vehicles shall be parked at the owner's risk whether in the car park or elsewhere. The PCC does not, and are under no liability to, insure against loss theft or damage to vehicles or their contents.
- 10.3.31** The Vicar, Powerhouse Centre Manager, members of the PCC or others authorised by them shall have the right to enter the Church/Powerhouse at any time during the hire period to ensure, inter alia, that these conditions are being complied with.
- 10.3.32** The hirer must also:
- before people are due to arrive, ensure that in icy, snowy or frosty weather the appropriate steps, ramps and paths are salted/sanded (supplies are kept under the worktop in the Powerhouse kitchen) and that the appropriate outside lights are switched on during darkness
 - at the start of the hire period ensure that all doors, bolts and locks etc likely to be needed in an emergency operate freely and report any defects to the Vicar or Powerhouse Centre Manager
 - take due care to prevent accidents and do nothing which could cause fire
 - ensure that doors marked 'Fire Door – Keep Closed' are kept closed and are NEVER wedged open
 - not allow ball games
 - ensure rubbish is put in the bins in the kitchen and that any rubbish which cannot be accommodated in the bins is removed from the premises completely & disposed of
 - ensure water, heaters, lights, all electrical equipment and cooking equipment is used wisely and economically
 - ensure that water, heaters, lights, all electrical and cooking equipment are switched or turned off, that windows are closed and locked (where locks are provided) and that all doors are locked securely before leaving the Church/Powerhouse
 - ensure that heaters are not covered or that furniture etc is left very close to them.
 - ensure that the evacuation routes and assembly points remain clear at all times
 - ensure that they know how, when (and when not) to use the fire extinguishers
 - ensure that, where cooking is involved, that those working in the kitchen know where the fire blanket is and how to use it safely
 - ensure that they know how to summon the Fire Brigade
 - ensure that they know the way in which any present who have disabilities are to be evacuated in an emergency from the Church/Powerhouse, especially from the upper floor
 - ensure that the 'No Smoking' rule is observed at all times.
- 10.3.33** Keys given to hirers remain the property of St Aidan's Church. They must remain in the hirer's possession and not be lent or given to others, or be copied. They must be returned at the end of the period(s) of hire, or on demand.

- 10.3.34** The lift is provided solely for use by those with disabilities, and an attendant, where necessary. It is not to be used by unaccompanied children or for the carriage of any materials and in no case is the weight limit stated in the lift to be exceeded.
- 10.3.35** Furniture in the Lounge area must not be placed so as to obstruct access to any door or to the lift and a clear route from the door in the Lounge partition to the protected area leading to the Church/Powerhouse exit must be maintained at all times.
- 10.3.36** Furniture on the balcony must not be left so close to the balcony rail as to enable a small child to use it to climb onto the rail.
- 10.3.37** Except where required to be open for specific functions, the Lounge partition and the West Room partitions and doors should be kept closed to reduce spread of fire and smoke, especially when the building is unoccupied.
- a) Lounge partition** - The top bolts need to be undone before the partition can be folded open. They must be bolted again when the partition is closed to prevent any movement. If the bolts cannot be accessed comfortably, only the portable steps (kept in the Powerhouse kitchen) should be used to reach them.
- b) West Room partition** - The locking handle should be grasped firmly to avoid it springing back. Once sections have been unlocked, they may move or pivot without warning and should be relocked into their new position as quickly as possible. When being closed, it should be ensured that the panels line up correctly. People, especially small children, should be kept away from partition sections whilst they are being opened or closed to avoid risk of accident. **NB** Only those who have been shown how to operate this partition should attempt to do so. The locking handle is kept on top of the cupboards in the West Room and must be replaced there after use. A spare handle is kept in the key case in the Church Office
- 10.3.38** Except when in use, the Computer Room door must always be kept locked to reduce risks of theft and tampering with the equipment.
- 10.3.39** The whiteboard in the entrance lobby should be used by activity leaders & other to indicate that they are in the building, or to leave messages for others and they should amend the whiteboard, as necessary, when they leave.
- 10.3.40** All users of the Powerhouse should be encouraged to sign in the register each time the use the building as an indication of the total number of users.
- 10.3.41** To turn the Powerhouse radiators on or just operate the wall switch. To operate the timeswitches or any other controls it is necessary first to unlock the radiator guard padlock. The keys for these are kept on a hook behind the kitchen door. After making any necessary adjustments, the padlock must be resecured and the keys replaced.
- 10.3.42** Most Powerhouse windows are fitted with locks. The key for these is kept behind the kitchen door and must be replaced there after use.
- 10.3.43** For any cleaning found to be necessary, a dustpan and brush are kept in the cleaner's cupboard (under the stairs) and a vacuum cleaner is kept in the switchroom (between the two toilets). The keys for both are kept on the key ring marked 'Switchroom' behind the kitchen door. The keys must be replaced after use.
- 10.3.44** The intruder alarm can only be disarmed using the keypad only once entry has been made via the Powerhouse door. (Entering via any other door and then using the keypad will not disarm the system, merely silence the alarm until movement is detected).
- 10.4** **RULES FOR INDIVIDUAL USERS OF THE CHURCH/POWERHOUSE**
Activity managers are responsible for ensuring that those in their charge understand that:
- 10.4.1** Smoking is not permitted ANYWHERE in the building.

- 10.4.2** Anyone using the upper floor and who has a disability which may hinder them from leaving this floor quickly or unaided in an emergency, should tell the Person in Charge as soon as possible after entering the building (to ensure that help will be available readily if needed).
- 10.4.3** If a smoke/heat detector sounds, or if the alarm from the disabled toilet is heard, that they advise the Person in Charge immediately.
- 10.4.4** Anyone becoming aware of a fire, however small, must raise the alarm by shouting "There is an emergency – leave at once by the nearest available exit and assemble outside in front of the Church Hall – please move calmly and quietly" and tell the Person in Charge who will ring the fire brigade.
- 10.4.5** If instructed to leave the building during an emergency, they should
- follow the directions of the Person in Charge
 - leave the building by the nearest available exit, or as directed
 - not use the lift during a fire (and if they cannot descend the stairs, they should wait in the protected lobby at the top of the stairs to be rescued by the Fire Brigade)
 - assemble outside the front of the Church Hall
 - not re-enter the building until instructed it is safe to do so.
- 10.4.6** They must tell the Person in Charge if they:
- see a suspicious object (and must not touch it)
 - or anyone else needs first aid or any other medical assistance
 - lose any personal property, or find anything belonging to someone else
 - become aware of, or witness, any damage to, or defect in, the building or its equipment (and must not attempt any repairs themselves)
 - are the victim of, or witness, any criminal act inside or close to the building
 - they have an accident, however small, even if first aid is not needed, or if they are involved in, or witness, a 'near miss' where no injury, loss or damage occurs
 - not wedge open any fire door or move any fire extinguisher from its position except for the purpose of fighting a fire.
- 10.5 Protection of Children & Vulnerable Adults**
- 10.5.1** The user is required to ensure that children (i.e. those under 18 years of age) and Vulnerable Adults (e.g. those with learning difficulties, the frail elderly) are protected at all times by taking all reasonable steps to prevent injury, loss or damage occurring.
- 10.5.2** St Aidan's' signed current Child Protection Policy is posted in the Church and a copy is attached to these conditions. It is the hirer's responsibility at all times to ensure the protection of any child or vulnerable adult using the Church/Powerhouse. Hirers are required to read the policy and ensure, for functions which involve children, other than private parties, that they have their own Child Protection policy and procedures which are consistent with these standards.
- 10.5.3** The hirer shall ensure that any activities for children comply with all Child Protection legislation including ensuring that necessary checks are undertaken and that any conditions imposed by Social Services are complied with and that only fit and proper persons have access to children.
- 10.5.4** The PCC accepts no responsibility for the hirer's failure to comply with these requirements.

11 HALL HIRE RULES & REGULATIONS & EMERGENCY PROCEDURE

Forms part of the Hall Hire Conditions



11.1 The Hirer

11.1.1

For any Church-organised function in the Hall the Vicar or a Churchwarden must appoint a person ("person in charge") who will be in charge of the function including safety during the hire or function. Organisations such as the Mothers' Union and the Nursery School will make their own arrangements in this respect. Church groups using the Hall are also covered by this section.

11.1.2

For all other hires, the named hirer is deemed to be the "person in charge" for all matters, including safety, unless s/he delegates this to another person. The "hirer" shall be the person signing the application (and any person or organisation on whose behalf the application is made) all of whom shall be jointly and severally liable. The benefit of the Agreement signed by the hirer is personal to the hirer and may not be passed to a third party. The hirer shall not assign or transfer (in whole or in part) the benefit of a booking and the Church Hall or any part of it may not be used by any person or organisation other than the hirer or the organisation s/he represents.

11.1.3

The person in charge shall be present during the whole of the hire period during which s/he shall be responsible for the supervision of the Church Hall, the fabric and its contents, their care, safety from damage however slight, or change of any sort and the behaviour of all those using the Church Hall whatever their capacity including proper supervision of car parking so as to avoid obstruction of the footway or carriageway in the vicinity of the Church Hall.

11.2 Booking

11.2.1

The PCC reserves the absolute right to refuse a booking and shall not be required to give a reason.

11.2.2

The hirer must pay a deposit at time of booking (normally 1/3 of the total cost) or, at the latest, once the booking has been accepted and confirmed. Regular users may also be asked for a deposit. After the period of hire, the deposit will be returned to the hirer less the amount of any unpaid fees and/or any compensation for damage or breach of the conditions of hire.

11.2.3

The PCC or the hirer can cancel the booking not less than seven days before the booking date. For regular hires, two months' notice may be given by either party. Full refund of all deposits and fees paid will be made in the event of cancellation by the PCC except in the case of misrepresentation or breach of any of these rules or regulations by the hirer.

11.2.4

If the hirer wishes to cancel the booking after these times, and the PCC is unable to obtain a replacement booking, the repayment of any or all of the deposit shall be at the discretion of the PCC.

11.2.5

Hire charges are normally reviewed annually and three months' notice will be given of any alterations to charges.

- 11.2.6** Before the hire agreement is signed, the hirer shall state the purpose of the period of hire and the PCC reserves the right to refuse a proposed booking if the proposed use would be unlawful, or inimical to the Church of England or would be in any way deemed unsuitable, as determined by the Vicar or PCC at his/her/their absolute discretion. This condition would not automatically exclude use of the Church Hall by those of other faiths provided the purpose of hire was properly explained at the time of booking. If it comes to the Vicar's or the PCC's attention during the Hire period that the Church Hall is being used contrary to the above, then the Vicar, or PCC, at his/her/their absolute discretion, can bring the hire period to an end immediately without refund for any unused time.
- 11.2.7** Sunday bookings will normally be only for Church activities unless an exception is made by the PCC.
- 11.2.8** The capacity of the Church Hall is **80** (seated), **120** (not-seated) and the hirer shall ensure that this number is not exceeded. Where seating is set out in rows ('theatre style'), as much space as possible must be left between each row.
- 11.2.9** The PCC reserves to itself the right to use the Church Hall whenever it deems necessary. Reasonable notice of at least four weeks' notice shall be given to the hirer and the PCC shall be under no further obligation to the hirer.
- 11.2.10** The balance of any fee shall be paid to the Bookings Secretary not less than seven days before the hire date. In the case of regular hirers, the fee paid will be in respect of the coming month, or quarter, or term, as agreed.
- 11.2.11** Payments shall be in sterling, in cash or by cheque, made out to 'St Aidan's Church PCC'. Other forms of payment can be accepted only by prior agreement.
- 11.2.12** On being requested to do so by the PCC, the hirer shall pay to the PCC any sums incurred by the PCC as a result of:
 * the period of hire overrunning;
 * failure to comply with any of the Hall Hire Regulations, or
 * the need to remedy damage caused to the Church Hall during the period of hire by the hirer or those attending the function for which the Church Hall was hired.
- 11.2.13** Interest at the Law Society's interest rate shall be payable by the hirer when any payment is more than 14 days overdue.
- 11.3** **During the Hire**
- 11.3.1** The hirer undertakes to observe all the Hall Hire Rules & Regulations and to ensure that those attending the function do likewise.
- 11.3.2** All functions must end and the Church Hall left **clean** and **tidy**, with water and all electrical appliances and lighting switched off, anything moved by the hirer properly replaced, all property and rubbish of the hirer and those attending the function removed and the building securely locked by the end of the hire period. Hirers must allow for this when estimating the length of the hire period. Additional charges may be payable by the hirer in default.
- 11.3.3** All property of the hirer or of any person attending the function must be removed by the end of the hire period. Any perishable items left will be disposed of immediately. Items which appear to be individuals' lost property will be kept for two weeks before being disposed of. Any other property left will be stored and charged for or disposed of at the PCC's discretion.
- 11.3.4** The hirer shall not allow anything onto the premises which could endanger those present, or the fabric or structure, or render invalid St Aidan's Church insurance policy.

- 11.3.5** The PCC shall not be liable to the hirer for any resulting loss or damage whatsoever if the hirer breaches any legislation or restriction imposed by the PCC whether stated as part of these conditions or otherwise conveyed to the hirer in writing.
- 11.3.6** The hirer must be at least 18 years of age and shall accept responsibility for being in charge of the function at the Church Hall for which the building has been hired at all times when the public, or others attending the function, are present or likely to be so and for ensuring that all hire conditions and legal requirements are complied with. The hirer may use the services of another competent person (the 'person in charge') who shall also be over the age of 18 and shall have been fully instructed by the hirer. The ultimate responsibility, however, for the conduct of the function during the period of hire remains with the hirer.
- 11.3.7** The hirer shall indemnify the PCC for the cost of any damage done to any part of the Church Hall including the curtilage thereof or the contents of the premises which may occur before, during or after the hire period as a result of the hire.
- 11.3.8** The hirer shall ensure that all relevant legislation is complied with including that covering Child Protection, Race Relations, Sex Discrimination and Disability Discrimination.
- 11.3.9** The PCC will ensure that it has the appropriate level of insurance necessary to cover claims of negligence on the PCC's part but does not warrant that the Church Hall is fit either legally or physically for the hirer's use. The PCC, its officers, agents and servants shall not be liable to the hirer or to any person using, entering or leaving the Church Hall for personal injury or for damage to, loss or theft of, howsoever caused, any property brought into the Church Hall.
- 11.3.10** The hirer is responsible for taking out his/her own insurance to cover the activities for which the Church Hall may be used. The hirer shall indemnify the PCC, its officers, agents and servants against all claims made by, and liability to, any person in respect of damage, loss or theft of, howsoever caused, any property brought into the Church Hall and shall be responsible for making arrangements to insure against any third party claims which may be made against him/her or the organisation which they represent whilst using the Church Hall.
- 11.3.11** The hirer is responsible for the proper conduct of everyone using the Church Hall during the function and shall do his/her best to prevent anyone causing annoyance or inconvenience to others inside or outside the Church Hall. The hirer must keep noise to a reasonable level having regard to the close proximity of residents. Where live or recorded music is played, the main doors, and windows must be kept closed to avoid noise nuisance to the nearby residents, especially at night. The hirer shall also ensure that the minimum of noise is made by those arriving at, and leaving the Church Hall. The PCC may stop any function which is not properly conducted without refund for any unused time.
- 11.3.12** No function involving danger to those present or to passers-by shall be held.
- 11.3.13** No highly flammable or other dangerous substances or articles shall be brought into or used in any part of the Church Hall. Internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are not to be erected without the PCC's consent in writing. If electrical appliances are brought into the Church Hall, then the hirer must ensure that they are safe and in good working order and used in a safe manner. No heating appliances, whether electrically operated or not, shall be brought into the Church Hall or be used without the written consent of the PCC. No appliance fuelled by gas of any description shall be brought into or used in the Church Hall.

- 11.3.14** The hirer is responsible for the proper conduct of children attending the function and shall do his/her best to prevent any child making an excessive noise or causing annoyance or inconvenience to others, including those outside the immediate vicinity of the Church Hall.
- 11.3.15** The hirer shall ensure that no animals, including birds, except guide/hearing “assistance” dogs are brought into the Church Hall other than for a special function agreed in writing by the PCC.
- 11.3.16** The Church Hall may not be used for the **sale** of alcohol.
- 11.3.17** Smoking is not permitted in any part of the Church Hall at any time.
- 11.3.18** The Church Hall does **not** hold a Premises Licence from Gravesham Borough Council. If a function is planned by the hirer which will require an occasional licence to be sought by the PCC, then sufficient time must be allowed for the PCC to make such an application. In the event that such a licence application is rejected, or the licence is not received for any reason, the planned function cannot take place and the deposit and any fees paid will not normally be refundable. A copy of any such occasional Premises Licence received for the function shall be given to the hirer who shall make him/herself aware of its conditions and restrictions and comply with them especially in connection with functions involving alcohol, dancing, singing, or other use of music. The hirer is responsible for obtaining a licence from the Performing Rights Society to cover the playing of live or recorded music which may be subject to copyright restrictions. (St Aidan’s Church licence only covers Church groups). The hirer shall compensate the PCC, if necessary, for any infringement of copyright law.
- 11.3.19** The hirer shall comply with any conditions and regulations made by the local authority in respect of the function for which the Church Hall has been hired additional to those already contained in any occasional Premises Licence.
- 11.3.20** All advertisements and publicity for functions held in the Church Hall must clearly state the hirer’s name and, if any, the organisation s/he represents.
- 11.3.21** The hirer shall not carry out or permit flyposting or any other form of unauthorised advertising for any function taking place at the Church Hall, Failure to observe this condition may lead to prosecution of the hirer by the local authority.
- 11.3.22** The hirer shall, if selling goods in the Church Hall comply with Fair Trading legislation and with any code of practice in connection with such sales. The holding of any function which could be construed as a ‘mock auction’ is strictly forbidden.
- 11.3.23** The hirer must ensure that those handling or preparing food follow the Kitchen Instructions.
- 11.3.24** No nails, screws, bolts or similar may be driven into the walls or fixtures of the Church Hall and no equipment, furniture or any other structures or decorative lighting, posters, placards or notices may be taken into the Church Hall or placed or displayed outside without the prior written consent of the PCC.
- 11.3.25** The hirer shall report to the Vicar or PCC as soon as possible all accidents involving injury to those using the Church Hall. Details shall also be entered in the Incident Book kept in the kitchen. Any failure of equipment, whether brought in by the hirer or the property of St Aidan’s Church, shall also be reported in the Incident Book and, additionally, failure of equipment the property of St Aidan’s Church shall be reported as soon as possible afterwards to the Vicar or PCC. Accidents subject to RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) must also be reported using the statutory forms provided one copy of which should be retained by the hirer, one given to the Vicar or PCC and the original sent to Gravesham Borough Council.

- 11.3.26** The hirer is responsible for any damage done to the Church Hall or to any fixtures or fittings or other contents or articles in it during the period of hire regardless of who amongst those present may actually have caused the damage. Details of all damage, breakages etc must be entered by the hirer in the incident book kept in the kitchen and any damage of a serious nature also reported to the Vicar or PCC as soon as possible afterwards.
- 11.3.27** Folding tables and/or chairs taken from the store room (fire exit lobby) or from the stage should be returned after use, keeping tables clear of the white lines in the store room and behind the floor battens. Other items of furniture must be returned to their normal storage places.
- 11.3.28** The premises are equipped with cups, saucers and plates to cater for 80 people. The Church Hall must be cleaned and all crockery, cutlery and similar items washed up, dried and put away and all tables, chairs and other furniture returned to their normal places by the end of the hire period. Cups should be stored no more than two high and plates and saucers not stacked so high that they could fall over. Any breakages must be reported to the Lettings Secretary or Vicar and replaced or paid for.
- 11.3.29** It is the hirer’s responsibility to remove all rubbish from the Church Hall and to remove any litter from the vicinity of the Church Hall which users of the Church Hall may have left. In default, the PCC will arrange for this task to be undertaken and the hirer charged accordingly.
- 11.3.30** All vehicles shall be parked at the owner’s risk whether in the car park or elsewhere. The PCC does not, and are under no liability to, insure against loss theft or damage to vehicles or their contents.
- 11.3.31** The Vicar, members of the PCC or others authorised by them shall have the right to enter the Church Hall at any time during the hire period to ensure, inter alia, that these conditions are being complied with.

- 11.3.32** The hirer must also:
- before people are due to arrive, ensure that in icy, snowy or frosty weather the appropriate steps, ramps and paths are salted/sanded (supplies are kept in the Hall entrance lobby) and that the appropriate outside lights are switched on during darkness
 - at the start of the hire period ensure that all doors, bolts and locks etc likely to be needed in an emergency operate freely and report any defects to the Vicar or a Churchwarden
 - **that, when the Hall is occupied, the main entrance door (RH leaf, looking towards the street) is unbolted top and bottom and the catch on this leaf is locked 'open'**
 - ensure that 'emergency exit' signs are illuminated
 - if the period of hire will be in, or extend into the hours of darkness, switch on, in the emergency exit lobby, the emergency exit lobby light, the emergency exit sign in the lobby and the light on the ramp outside
 - take due care to prevent accidents and do nothing which could cause fire
 - ensure that doors marked 'Fire door – keep closed' are kept closed and are NEVER wedged open
 - ensure no wax, chalk or other substance is used on the floor or elsewhere without the approval, in writing, of the PCC
 - not allow ball games, except where soft balls are used
 - ensure rubbish is put in the bins in the entrance lobby and that any rubbish which cannot be accommodated in the bins is removed from the premises completely & disposed of
 - ensure water, heaters, lights, all electrical equipment, gas stove and oven are used wisely and economically
 - ensure that water, heaters, lights, all electrical equipment, gas stove and oven are all switched or turned off and that all windows are closed and secured and that all doors are locked securely before leaving the hall
 - appoint competent attendants who are at least 18 years of age (minimum 2, preferably 4) and instruct them in their duties which shall include:
 - the protection of the Hall from fire
 - ensuring that the evacuation routes and assembly points remain clear at all times
 - the need to maintain access to all exits throughout the period of hire
 - use of the fire extinguishers
 - where cooking is involved, that those working in the kitchen know where the fire blanket is and how to use it safely
 - how to summon the Fire Brigade
 - the way in which any present who have disabilities are to be evacuated in an emergency from the Church Hall
 - ensuring that the 'No Smoking' rule is observed at all times.
- 11.3.33** Keys given to hirers remain the property of St Aidan's Church. They must remain in the hirer's possession and not be lent or given to others, or be copied. They must be returned at the end of the period(s) of hire, or on demand.

11.4 Protection of Children & Vulnerable Adults

- 11.4.1** The user is required to ensure that children (i.e. those under 18 years of age) and Vulnerable Adults (e.g. those with learning difficulties, the frail elderly) are protected at all times by taking all reasonable steps to prevent injury, loss or damage occurring.

- 11.4.2** St Aidan's' signed current Child Protection Policy is posted in the Church Hall and a copy is attached to these conditions. It is the hirer's responsibility at all times to ensure the protection of any child or vulnerable adult using the Church Hall. Hirers are required to read the policy and ensure, for functions which involve children, other than private parties, that they have their own Child Protection policy and procedures which are consistent with these standards.

- 11.4.3** The hirer shall ensure that any activities for children comply with all Child Protection legislation including ensuring that necessary checks are undertaken and that any conditions imposed by Social Services are complied with and that only fit and proper persons have access to children.

- 11.4.4** The PCC accepts no responsibility for the hirer's failure to comply with these requirements.

11.5 In the event of Fire

- 11.5.1** If a smoke/heat detector in the kitchen sounds, the Person in Charge must investigate. If any door feels hot to the touch, it should NOT be opened to investigate further – opening the door could cause a flashover with devastating consequences for those nearby and it will certainly speed the rate at which the fire grows. However, if no trace of fire can be found in or around the area covered by the detector, or if it is obvious that the situation which gave rise to the detector sounding was temporary and no longer exists (e.g. burnt toast), the detector equipment should be reset (if necessary). If the detector equipment cannot be reset, or if it sounds more than three times without any obvious cause, then the matter should be reported to the Vicar, Churchwarden of H&SO. In no circumstances whatever is a detector to be covered or rendered inoperative.

- 11.5.2** If fire, or smoke, is noticed, the person who has seen the fire/smoke must give the signal* to evacuate the building. (Where fire/smoke has been observed as a result of investigation of a heat/smoke detector sounding, this person will probably be the Person in Charge).

(* - As the building is not fitted with fire alarm call points, the evacuation signal will need to be a loud announcement such as: **“There is an emergency – leave at once by the nearest available exit and assemble outside in front of the Car Park – please move quietly and quickly.”** The word “Fire” could cause panic and its use is therefore inadvisable. The Hall must also be evacuated if, for other reasons (e.g. fear of immediate structural collapse, gas leak) evacuation is considered essential.

- 11.5.3** Those responsible for assisting in emergency evacuation are the person in charge and those appointed by that person as attendants.

- 11.5.4** The nearest trained person may, if it is safe to do so, attempt to extinguish a fire using the appropriate extinguisher (water “red label” extinguishers must never be used on electrical fires). Those fighting the fire must ensure a means of escape is always available for them. If the fire appears to be getting out of hand no further attempts must be made to extinguish it.

- 11.5.5** On the evacuation signal being given, the following actions and responsibilities will apply:
- The person in charge will direct oversight of the evacuation.

- The attendants will (singly or together, depending on what needs to be done):
 - call the Fire Brigade on a mobile telephone or by using the public telephone in Valley Drive stating: "Fire at St Aidan's Church Hall, St Gregory's Crescent, Gravesend"
 - assist in encouraging people to leave quickly but without panic via the nearest available exit including the designated emergency exit
 - if one exit is impassable, direct people to the alternative exit
 - before leaving, check that no one is left in either toilet, the kitchen or lobbies and, if the old Sanctuary or under-stage areas are unlocked in connection with the function, these areas should also be checked as well if it is safe to do so
 - if there is time to do this safely, turn off electrical equipment (but not the lights), and gas heaters, stove and oven and close windows and doors to prevent the spread of fire
 - leave via different exits, closing doors behind them to minimise spread of smoke or fire
 - by stationing themselves nearby, warning anyone not to enter the building while the emergency situation exists
 - take charge of those who will have assembled in the Car Park keeping them well clear of the Hall
 - when it is safe to do so (and if the Fire Brigade have been called, it is they who will say when the building is safe enough to be re-occupied) they must advise people that they may re-enter the Hall; otherwise ask them to disperse

12 KITCHEN RULES

*Forms part of the Church/Powerhouse/
Hall Hire Conditions*



12.1 Both kitchens

12.1.1 Responsibility – The person responsible for the activity for which the kitchen is being used (i.e. the 'person in charge') must ensure that all working therein follow these instructions. Where food is being prepared, cooked, handled or served, other than the serving of tea, coffee, squash and pre-packed cold food (biscuits, crisps etc), all those involved must hold a level one hygiene certificate, or be supervised by a person holding such a certificate will be responsible for ensuring that these regulations are followed.

12.1.2 General – All working in the kitchen must follow these instructions.

12.1.3 Food – The statutory requirements must be followed whenever food is stored or handled (i.e. prepared, cooked, re-heated or served). It must be stored, cooked, reheated only at the correct temperature and the Hazard Analysis & Critical Control Point hazard analysis & risk assessment process followed. Food must be stored so as to avoid contamination of one food item by another. In the event of serious breach, criminal proceedings may be instituted by the enforcing authorities.

12.1.4 Hygiene – Hands must be washed: before handling food; after coughing/sneezing into hands or handkerchief; after using the toilet; after any cleaning activity or the handling of rubbish. Before food preparation commences, all surfaces coming into contact with food must be washed down and disinfected. All those preparing, cooking or serving food must wear an appropriate head covering and clean clothing, or at least cover their street clothes with an apron: jewellery (except wedding rings) and watches must be removed).

12.1.5 Pests/Contamination – Report any evidence of infestation (flies, rodents, insects etc) or of possible food contamination to the Vicar or Churchwarden (or Centre Manager in the case of the Powerhouse kitchen).

12.1.6 Cuts – All cuts must be covered with blue (catering) plasters whilst handling food.

12.1.7 Washing up – Wear rubber gloves. The water should be as hot as is bearable and rinsing should be done as a separate operation using clean water.

12.1.8 Children and Animals – Neither are allowed in the kitchen whilst food is being handled. The kitchen door must be kept closed.

12.1.9 Cloths – The disposable kitchen cloths supplied are to be used only for washing up and only for one session and are disposed of afterwards.

12.1.10 Paper Towels - Clean paper towels must be used for wiping worktops, sinks, draining boards and for mopping up spillages and drying hands.

12.1.11 Tea Towels – These are to be used only for drying cutlery, crockery and hand-held kitchen utensils and only for one session, after which they must be washed before reuse.

12.1.12 Fire blanket – Know how to use the fire blanket safely to extinguish pan fires or clothing fires etc. Those using the kitchen for cooking MUST read the instructions on the fire blanket container, which are:

- pull the tapes to release the blanket
- wrap the blanket around the hands before attempting to place it over the pan to ensure they are not burnt
- leave the blanket in place until the pan cools below the ignition point of the contents
- turn off the gas or electricity supply.

The blanket can also be used to wrap tightly around someone whose clothes are on fire and is more effective when the victim is lying on the ground.

12.1.13 Cleaning – Keep the cupboards, worktops, appliances, pots, pans, utensils, taps, door and drawer handles clean, hygienic and disinfected. Use rubber gloves whilst doing this. Clearing up as work progresses avoids a build-up of dirt and mess and reduces the risk of an accident through untidiness.

12.1.14 Cleaning Materials – These must be used only as directed on the container and stored in a locked cupboard or one which cannot be reached by young children. Where the directions recommend gloves, these should be used. In case of splashes of liquids onto skin, into eyes, etc, follow the directions on the bottle or container.

12.1.15 Cracked or chipped crockery must not be used but wrapped safely and placed in a rubbish bin.

12.1.16 Food allergies/intolerances – Wrappers of food items should be retained for as long as those items are available for consumption so that individuals seeking information as to whether food items contain particular allergens can be advised accordingly. Special measures need to be put in place where food is served regularly to a person who has a life-threatening allergic reaction to any particular item.

12.2 Powerhouse Kitchen

12.2.1 Instant Water Boiler (for tea, coffee etc) – The switch is on the wall to the right of the boiler.

12.2.2 Hot Water Heaters (for hot water for sink taps) – The switches for these are under the left hand sink (for the hot taps on both main sinks) and under the hand washing sink.

12.2.3 Water Boilers & Heaters - Where these are used, they must be switched off after use.

- 12.2.4 Dishwashing Machine** – The person or group responsible for stacking dirty items in the machine is/are also responsible for remaining on the premises whilst the machine is washing/rinsing/drying them and for removing and putting items away in their proper places afterwards. Where there is an insufficient load of washing up to justify the amount of water which would be used by the machine, then items should be washed in the sink.
- 12.2.5 Sinks** – The left hand sink is only to be used for food preparation. The right hand sink is only to be used for washing up. The small sink is only to be used for hand washing. Please use the correct sink for the proper task.
- 12.2.6 Serving Hatch** – When used, this must be closed and locked after use.
- 12.2.7 Metal Shutter** – This closes automatically in the event of fire. Do not attempt to operate this manually.
- 12.2.8 Refrigerator & Freezer** – These should be checked for out of date food and drink which should, along with empty cartons & containers, be thrown away. The thermometer, or other device supplied, should be checked to ensure food is being kept at the right temperature before it is used.
- 12.2.9 Cooking Appliances** – Where the toaster, hob, oven or microwave are used, please ensure they are cleaned after use and ready for the next user. Nothing whatever must be placed on the cooker hob when not in use. The hob must not be used as an alternative worktop.
- 12.2.10 Steps** – Only the steps provided should be used for accessing high cupboard shelves etc.
- 12.2.11 Rubbish** – The recycling bin is to be used for paper, cardboard, plastic and metal (cans etc). For reasons of hygiene, containers which had previously contained food must be rinsed before being placed in the bin. All other rubbish, including food waste must be placed in the other rubbish bin.
- 12.2.12 Problems?** – If in doubt about how to use any of the appliances or kitchen equipment, please refer to the instruction leaflets contained in the drawer, or ask.
- 12.3 Hall Kitchen**
- 12.3.1 Sinks** – The large sink is only to be used for food preparation and washing up. The small sink is only to be used for hand washing. Please use the correct sink for the proper task.
- 12.3.2 Refrigerator**– This should be checked for out of date food and drink which should, along with empty cartons & containers, be thrown away.
- 12.3.3 Cooking Appliances** – Where the hob, grille or oven are used, please ensure they are cleaned after use and ready for the next user. Nothing whatever must be placed on the cooker hob when not in use. The hob must not be used as an alternative worktop.
- 12.3.4 Rubbish** – For reasons of hygiene, containers which had previously contained food must be rinsed before being placed in the bin.
- 12.3.5 Problems?** – If in doubt about how to use any of the appliances or kitchen equipment, please ask.

13 FIRE EXTINGUISHERS



13.1 Fire - General

Fire requires

- a material which can burn
- oxygen (present in air)
- a heat source (e.g. flame)

13.2 Fire - Extinguishing

To put out a fire you need only remove one of these 3 elements, for example, by:

- excluding oxygen (putting metal lid or fire blanket over a burning chip pan)
- removing the heat source (e.g. cooling the burning material below its ignition point).

13.3 Types of Extinguisher at St Aidan's

13.3.1 Water type (red label)

This extinguisher works by cooling the burning material

✓ **Use on wood, paper, textiles**

X *Do not use on flammable liquids (fire may spread) or live electrical fires (risk of electrocution) or on flammable metals*

These extinguishers are sited

- **Church** – near font
- **Powerhouse** – balcony; protected area on ground floor
- **Hall** – outside kitchen; outside ladies' toilet

To operate

- stand extinguisher upright on floor about 10 ft (3m) from the fire
- remove pin
- aim hose at base of fire
- squeeze and hold levers
- sweep hose from side to side across base of fire

13.3.2 Foam type (cream label)

This extinguisher works by excluding oxygen

✓ **Use on wood, paper, textiles, flammable liquids**

X *Do not use on live electrical fires (risk of electrocution) or on flammable metals*

This extinguisher is sited

- **Church** – near pulpit

To operate

- stand extinguisher upright on floor about 10 ft (3m) from the fire
- remove pin
- aim hose at base of fire
- squeeze and hold levers
- sweep hose from side to side across base of fire

13.3.3 Carbon Dioxide type (black label)

Works by temporarily excluding oxygen – discharge only lasts a few seconds

✓ **Use on flammable liquids and live electrical fires**

X *Do not use on wood or textiles as there is a risk of burning materials being scattered (which may start other fires) and the material may re-ignite*

These extinguishers are sited

- **Church** – near pulpit; in the office
- **Powerhouse** – kitchen; protected area (ground floor); balcony

To operate

- hold upright about 10 ft (3m) from the fire
- remove pin
- aim horn at base of fire
- remove hand from horn (it gets very cold and skin will freeze to it)
- squeeze and hold leavers
- expect the extinguisher to discharge extremely noisily

13.3.4 Powder type (blue label)
Works by excluding oxygen

- ✓ **Use on any fire**
This extinguisher is sited
- **Hall** – in kitchen

- To operate**
- hold upright about 10 ft from the fire
 - remove pin
 - aim nozzle at base of fire
 - squeeze and hold leavers

- 13.4 Checks**
- **Monthly** - visual check to be made by the H&SO that the extinguishers appear to be in good order (pin &/or security tag in place, hose secured, dial or other indication [where fitted] registers 'full' and that it is not dripping and that the Hall and Powerhouse kitchen fire blankets hav not been used.
 - **Yearly** - professional inspection of extinguishers, with topping up/recharging or replacement as recommended.

- 13.5 Positioning & Access**
Fire Extinguishers must always be hung on the hooks or brackets provided. They must never be left on the floor or used to prop open doors etc. Access to fire extinguishers must never be obstructed, even temporarily.



14 DATA PROTECTION ACT

- 14.1 Policy**
The PCC and Vicar of St Aidan's Church are separate legal entities who act as St Aidan's Data Controllers in law.

For the type of information likely to be kept by St Aidan's there is unlikely to be a requirement to notify the Data Protection Commissioner.

St Aidan's Church will keep data, whether factual or expressions of opinion, on individuals, whether kept in manuscript, typescript, electronically, on a web-site or by any other means, only as allowed by law.

St Aidan's Church will:

- appoint a Data Protection Officer to ensure the policy is kept
- keep data lawfully, fairly, securely, adequately, up to date and relevantly keeping nothing which is knowingly or wilfully inaccurate or irrelevant or excessive for purpose
- keep information no longer than is necessary but will be mindful of the need to retain important information which may be of use to future archivists or historians
- honour access rights of those whose information is kept
- Use data only for specific purposes, advising individuals what use the information is to be put (unless this is quite obvious) and giving them the opportunity to opt out.

14.2 Procedure

14.2.1 Data Protection Officer

- The Data Protection Officer will
- identify personal data held by the Church or its Officers and Activity Leaders ensuring that those who hold this data are aware of this policy and the law's demands
 - publish details of the sort of information held
 - update these details yearly
 - act as a point of contact for those with queries or who require to know what information is held about them
 - will, where individuals request details of data kept about themselves, provide this information within 40 days of the request being made at a cost of £10. The following are exempt:
 - references **given**
 - information not easily accessible (e.g. requiring wide ranging searches) which may be deemed unreasonable
 - information containing the personal details of others (which would first need to be removed to protect **their** rights)
 - information which, if given, may compromise a serious on-going allegation.

The post holder at present is Michael Welch.

- 14.2.2 Those holding personal data**
All holding personal data are required to keep such data only in accordance with the provisions of this policy and the law's demands and to advise the Data Protection Officer yearly of:
- the category of data (such as names, addresses, telephone numbers, dates of birth, length of membership)
 - its purpose held (e.g. MU members' list)
 - the medium in which it is stored (e.g. paper, or digitally etc)
 - security measures for ensuring access is restricted to those entitled to see it (e.g. kept in locked drawer, password protected on computer etc).

15 DISPLAY SCREEN EQUIPMENT



No employees or volunteers are required to spend long periods working continuously with display screen equipment (DSE).

- the screen is stable and adjustable to suit the user and the display legible, with adequate brightness and contrast (laptops, with their fixed keyboard, should not be used for long periods where separate screens and keyboards would be more suitable)
- glare and reflections are minimised through positioning of the equipment or the provision of window blinds/curtains
- chairs have five legs and castors
- the software is user-friendly and that training, where necessary, is provided.

16 CHURCHWARDENS' DUTIES

Apart from the legal duties and responsibilities (which are not repeated here) Churchwardens are the point of contact between the people and the Vicar, as necessary. The Churchwardens are responsible for ensuring:

16.1 For Services

- that the altar is laid up for Communion and that the altar candles are lighted about 10 minutes before Service time, and that candles, tea lights etc are extinguished after the Service
- that sidespeople, chalice assistants, readers and intercessors are available and arrange for substitutes if not
- that a glass of fresh drinking water is available by the pulpit (for the preacher) and at the west end of the nave (for any one who may be feeling faint etc.)
- that lighting and heating is switched on and off and that windows are opened and closed as dictated by weather conditions
- that the sound system is switched on and all microphones which will be needed are functioning before the start of the Service and that they are switched off afterwards and the microphones safely locked away
- that microphone batteries are changed for recharged ones every 2 weeks
- that used microphone batteries are recharged for about 5 hours, ready for the next battery changeover
- that the bell is rung (9 strokes) for Sunday morning service 15 and 5 minutes before Service time and at other times where required
- that the Book of Remembrance is opened at the current date each Sunday
- that the lectern Bible is opened at the correct reading for Sunday morning Service
- that sidespeople are provided with slips to record cash and FWO collection
- that a count of those attending each Service is undertaken
- that details of the cash collected and the attendance numbers are entered in the Service Book (and the duplicate book in the Vicar's Vestry)
- that all monies are locked in the safe and that, once banked, collection statements, the bank paying in receipt and the FWO envelopes are given to the Treasurer

16.2 Other matters

- make out rotas for sidespeople, Sunday evening Service readers and Chalice assistants
- arrange for special cleaning, minor maintenance etc
- report to the Police (Maidstone Crime Desk – 01622 650065) broken windows and other criminal damage, obtain a Crime Number and pass this to the Treasurer to support an insurance claim
- make entries in the appropriate Accident/Incident book as required
- window repairs should be requested from Easy Glaze (Sarah or Neil – 01474 363313)
- ensure vestibule and exterior noticeboards are maintained up to date
- order paper hand-towels from Thamesmead Business Services Limited (020 7639 0348), Account Number S158, Stock Code KC 6644 30-05
- deal with occasional correspondence and Diocesan returns as necessary
- arrange for the yearly professional servicing of fire extinguishers in Church and the Hall is undertaken
- additionally, Churchwardens have other responsibilities as detailed in the rest of this booklet.

17 SIDESPEOPLE'S DUTIES

17.1

As stated in Canon Law, the duty of Sidesmen and Sideswomen (referred to as Sidespeople in this document) is to: ***“promote the cause of true religion in the parish and to assist the Churchwardens in the discharge of their duties in maintaining order and decency in the church and churchyard and especially during the time of divine service.”*** In addition, Sidespeople are to:

- be aware as to when they will be on duty by consulting the rota
- be on duty 25 minutes before the start of the Service
- refill the drinking water bottle near the pulpit and at the west end of the nave with fresh drinking water before the Service, as required, and ensure a cup or glass is available
- turn the page in the Memorial Book to the current day
- extend a warm welcome to everyone as they arrive
- give out service books, notice sheets plus any other items, as requested
- ring the bell fifteen and five minutes (nine strokes) before service time
- present the collection at the altar step during the offertory hymn
- one sidesperson should stay near the back of the Church to -
 - welcome late arrivals
 - give out books to the JAM children
 - receive Communion early (with the choir) and thus be in position to ensure safety of personal belongings etc left in the pews whilst most people are receiving their Communion

17.1

(contd)

- at the end of the Service -
 - collect and put away the service books
 - count the collection and put it in a plastic money bag with a completed slip (signed by two sidespeople) and hand to the duty Churchwarden
 - put the unopened Free Will Offering envelopes into a large plastic bag and hand to the duty Churchwarden
- ensure they had read and understood the emergency procedures and, in the event of an emergency, act in accordance with section 9.1.4c
- inform one of the Churchwardens, currently David Rawlinson (Tel: 352253) & Daphne Lane (Tel: 564902) if unable to be present for any duty
- A sidesperson is the FIRST person that people meet as they arrive at Church and thus plays a vital part in the impression newcomers receive of us..

18

CHANGE PROCESS



18.1

The Health and Safety Policy and the contents of this booklet become effective when approved by the Parochial Church Council. Apart from minor changes (spelling, grammar) all subsequent changes must be approved by the Parochial Church Council.

18.2

Anyone wishing to make any changes, additions or deletions, should submit a detailed recommendation to the PCC for consideration.

18.3

Where any new processes are introduced, or existing ones changed, a revision to this document must be recommended to the PCC for approval.

18.4

Every year the document will be reviewed by the HSO to ensure it remains current and relevant.

ST AIDAN'S CHURCH

GRAVESEND



POLICIES & PROCEDURES

2011

